Defense Procurement and Acquisition Policy

3in1 Tool Program
Information Brief

Lt Col Ann Christianson
Program Manager

Contingency

Updated: 1 Aug 2011

Outline

- Requirements
- 3in1 Tool
  - Equipment
  - End-to-End Process
    - Set Up
    - Field Purchases
    - Clearance
    - Data Transfer
    - Reporting
- Testing
- Training/Support
- Improvements

Background

- April 2008, Task Force 849 Team 6, formed in response to the Gansler Report, identified a need to better control cash on the battlefield and bring a much-need automated solution to manual field ordering process
  - Numerous GAO, and AAA Audit reports have identified weakness in the SF44 process
- Prior Commander, Joint Contracting Command Iraq/Afghanistan identified need to have theater wide visibility on purchases made using SF44s
- 2008 Joint Service Working Group of Field Ordering Officers (FOOs) and Paying Agents (PAs) overwhelmingly expressed a need to bring the manual SF44 … a 4-part government purchase order in use since the 1960s … into the 21st Century
  - Users reconfirmed need during Nov 09 Pilot User Assessment
- Joint DoD Contracting and Finance Development Program
  - Contracting and Finance Representatives from OSD, Services, and theater

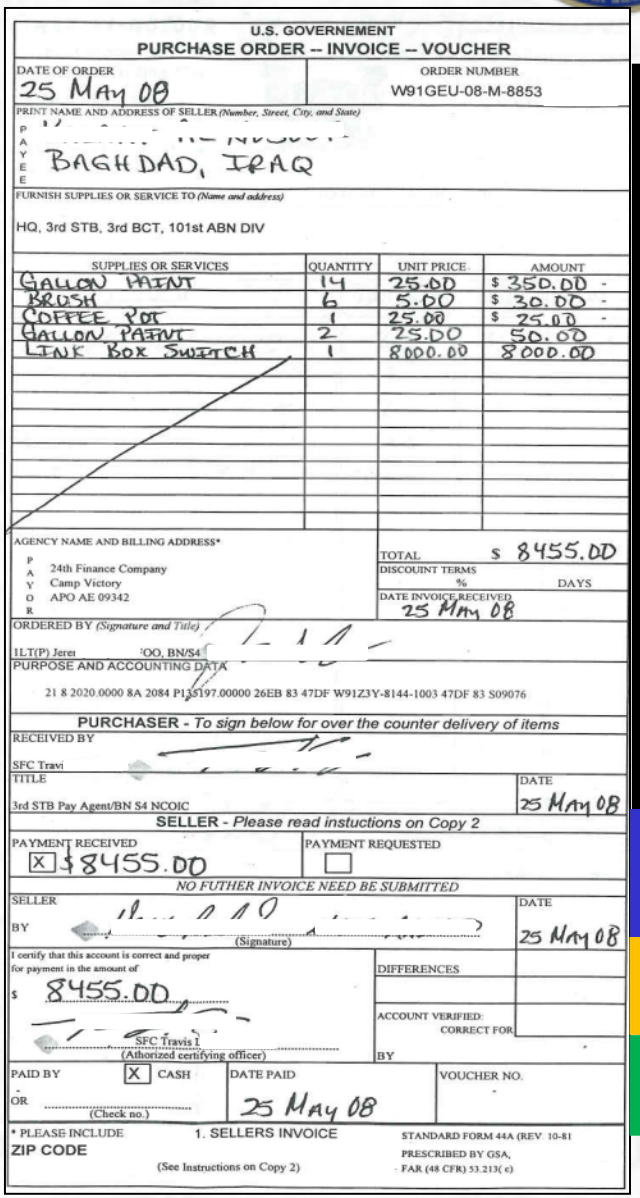
Requirements Overview

Process: **Contingency Micro-purchases processed manually using SF44s**

- **To conduct on-the-spot, over-the-counter, purchases of supplies & services when GPC is not available**
  - ***Not for CERP or Rewards***
  - ***Only for unclassified Operations***

Manual SF44 identified Problems:

- ~~**Unnecessary risk due to travel**~~
- **Unmatched documents requiring manual tracking to resolve**
- **No Theater wide visibility**
- **Delayed oversight/visibility of purchases/cash control**
- **Illegibility of SF44/Receipts**
- **Lost documents**
- **Wasted time**
  - **Duplicating data entry**
  - **Excessive Paper Reproduction**
    - **7 copies required of all documents**
  - **Traveling to Clear**
- **Errors: typos, calculation of order or ledger totals or exchange rate**



U.S. GOVERNEMENT
PURCHASE ORDER -- INVOICE -- VOUCHER

DATE OF ORDER: 25 May 08
ORDER NUMBER: W91GEU-08-M-8853

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)
PAYEE: BAGHDAD, IRAQ

FURNISH SUPPLIES OR SERVICE TO (Name and address)
HQ, 3rd STB, 3rd BCT, 101st ABN DIV

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
GALLON PAINT	14	25.00	$ 350.00
BRUSH	6	5.00	$ 30.00
COFFEE POT	1	25.00	$ 25.00
GALLON PAINT	2	25.00	50.00
LINK BOX SWITCH	1	8000.00	8000.00

AGENCY NAME AND BILLING ADDRESS*
PAY OR: 24th Finance Company, Camp Victory, APO AE 09342

TOTAL $ 8455.00
DISCOUNT TERMS % DAYS
DATE INVOICE RECEIVED 25 May 08

ORDERED BY (Signature and Title)
1LT(P) Jere OO, BN/S4

PURPOSE AND ACCOUNTING DATA
21 8 2020.0000 8A 2084 P135197.00000 26EB 83 47DF W91Z3Y-8144-1003 47DF 83 S09076

PURCHASER - To sign below for over the counter delivery of items
RECEIVED BY: SFC Travi
TITLE: 3rd STB Pay Agent/BN S4 NCOIC
DATE: 25 May 08

SELLER - Please read instuctions on Copy 2
PAYMENT RECEIVED: [X] $8455.00
PAYMENT REQUESTED: [ ]
NO FUTHER INVOICE NEED BE SUBMITTED

SELLER BY: (Signature)
DATE: 25 May 08

I certify that this account is correct and proper for payment in the amount of $ 8455.00
SFC Travis I (Authorized certifying officer)

DIFFERENCES
ACCOUNT VERIFIED: CORRECT FOR
BY

PAID BY: [X] CASH
OR (Check no.)
DATE PAID: 25 May 08
VOUCHER NO.

* PLEASE INCLUDE ZIP CODE
1. SELLERS INVOICE
(See Instructions on Copy 2)
STANDARD FORM 44A (REV 10-81) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)

Purchase Order
Receiver
Vendor Invoice
Payment

3in1 Tool

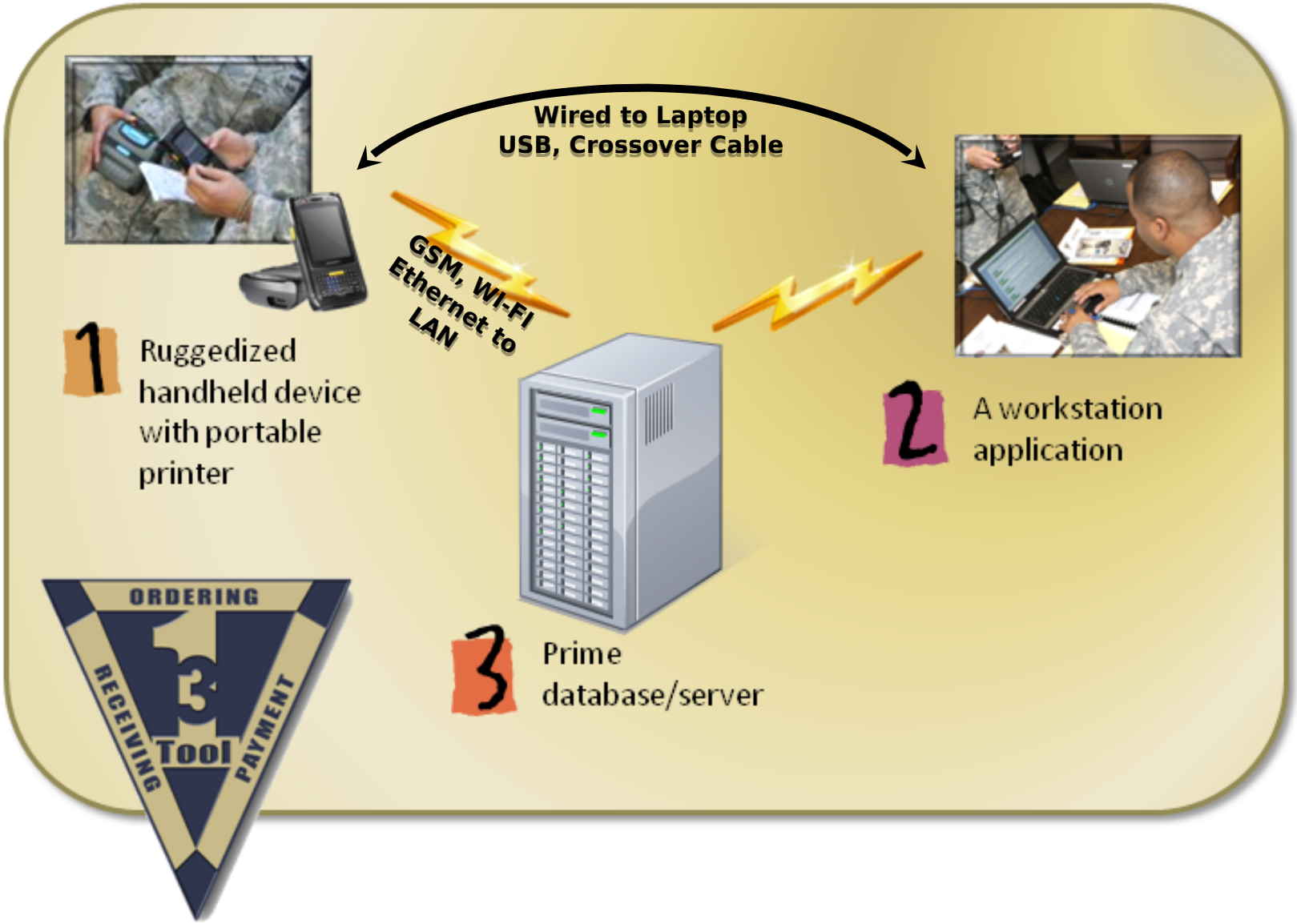
- **3in1 Tool automates field ordering, receiving & payment functions**
- **3in1 Tool is comprised of 3 key componer**
  - **Handheld <u>Device</u>**
    - Used by FOO/PA to make purchases & capture
    - Maintains purchase and expenditure logs
    - Calculates currency exchange
    - Stores purchase data & transfers it to Prime Database
    - Prints SF44 on portable printer

  - **3in1 <u>Prime Database</u> Module loaded on Joint Contingency Contracting System (JCCS) And Hard Client 3in1 <u>Workstation</u>**

    (JCCS is a fielded system used by contracting for vend tracking, and the COCOMs to track ACSA Agreeme

    - Manage device and FOO/PA access authorization
    - Transfers data to/from device
    - Stores purchase and payment data
    - Clears orders online

3in1 Tool Operating Environment



3in1 Tool Process Overview

Automating the SF44 Process from End-to-End

ORDERING
RECEIVING
3 Tool
PAYMENT

Step 1

Set Up

Procurement and Financial information entered into Workstation and transmitted to Device

Step 2

Buying

Field Ordering Officers & Paying Agents enter order & payment data into Device

Step 3

Clearance

Orders available to clear online in Workstation daily

If DDS is used:
Payment information transferred to Disbursing System

3in1 Module in JCCS

Prime Database

Business Systems

EDA

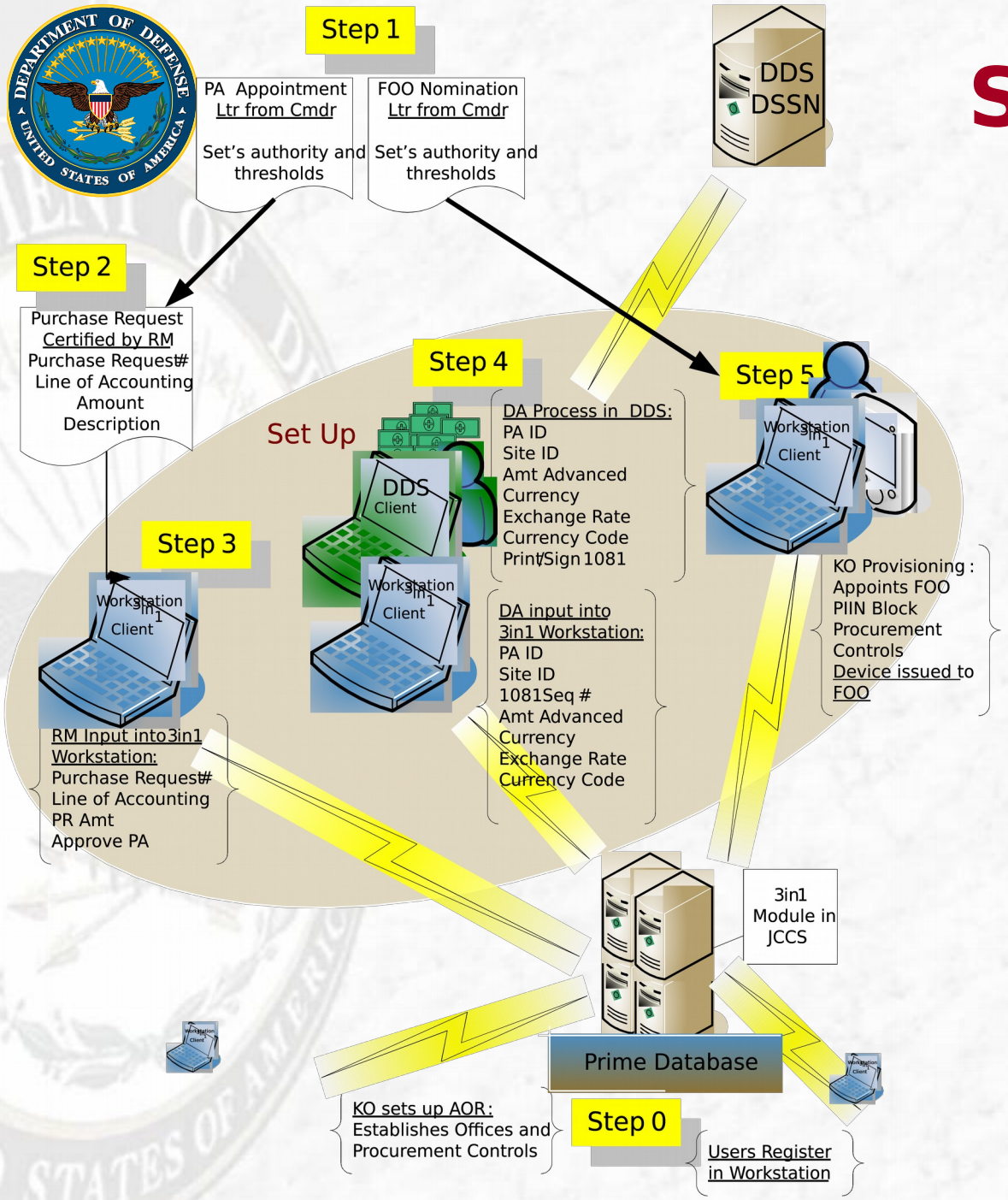
Prime Database sends official record to EDA

STANFINS

Disbursing System sends data to accounting system

Device Transmission Methods:
GSM / WIFI / Ethernet / USB

Set Up



- AOR structure
- User Registration
- CC Letter & PR

- Provisioning Set Up
  1. Resource Mgr-PR Info
  2. Disbursing Agent
     - DDS: Execute Cash Advance
     - 3in1: Input Cash Amt
  3. Contracting Officer
     - Associates FOO/PA
     - Issues PIIN Block
     - Assigns Controls

RM/DA: Add Purchase Request

Add PR number and amount

1

Purchase

AOR: Operation New Dawn

Finance Office: FO Balad

Assign to: Christianson, PA — Select

Purchase Request Number: PR 0001

Description: GEN SUP.

Line Of Accounting: 21 0 2020 0000 01 1212 00000000001.0000 2500 17 A123 W12345RNC1TM01 012345 — Add

Add non DDS LOA

Finance Type: Cash

Amount (USD): 15,000

Close — Save

1 File(s): approval letter.txt — View — Upload — Delete

Enter LOA

2

se Request Line Of Accounting

Dept Code:	21
Fiscal Year:	0
Basic Symbol:	2020
Limit:	0000
Operating Agency:	01
Allotment Serial:	1212
Program Element:	00000000001.0000
EOR:	2500
DPICd:	17
APCCd:	A123
Standard Document:	W12345RNC1TM01
Fiscal Station:	012345

Save — Cancel

3

Attach Document

Comment: This is the scanned image

Type

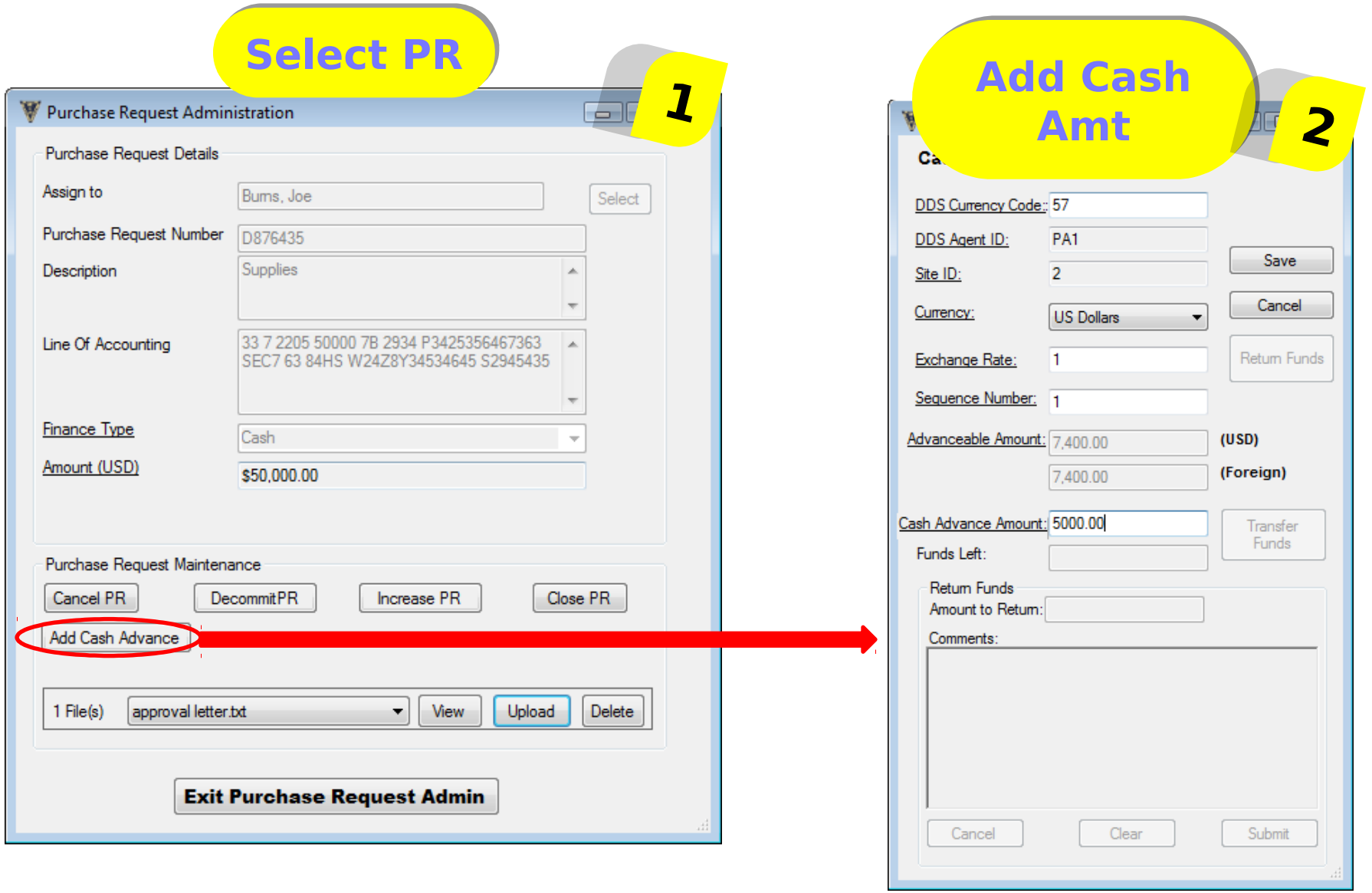
File

Appointment Letter
Approval Letter
Scanned Hand Receipt Image
Scanned SF44 Image
Supporting Document
Other

Upload Scanned PR

M = Resource Manager / DA = Disbursing Agent
PR = Purchase Request / LOA = Line of Accounting

DA: Add Cash Advance



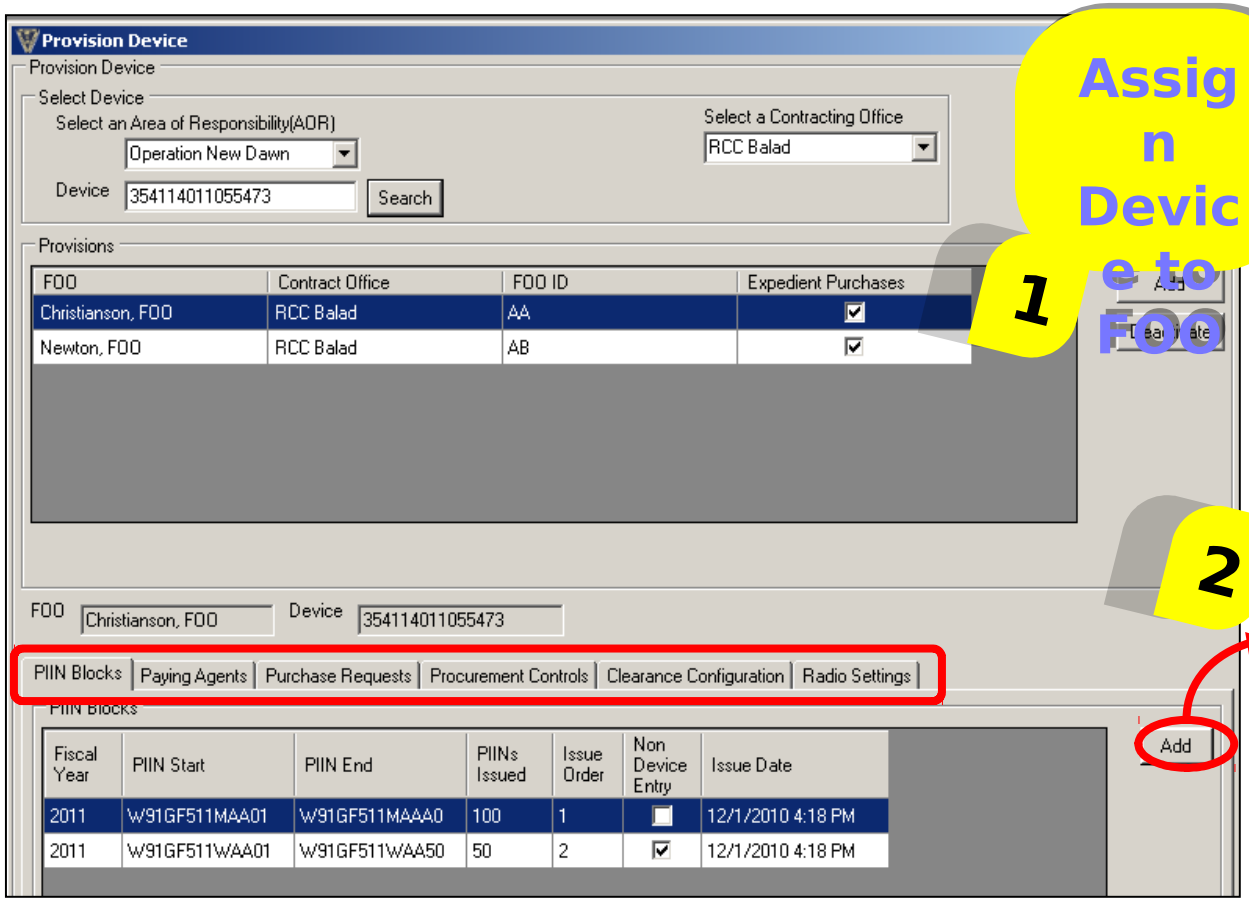
KO: Device Provisioning

W91B4N - 11 - M - AA 01

Contract Type M or W | FOO ID # | Purchase Order #

PIINs

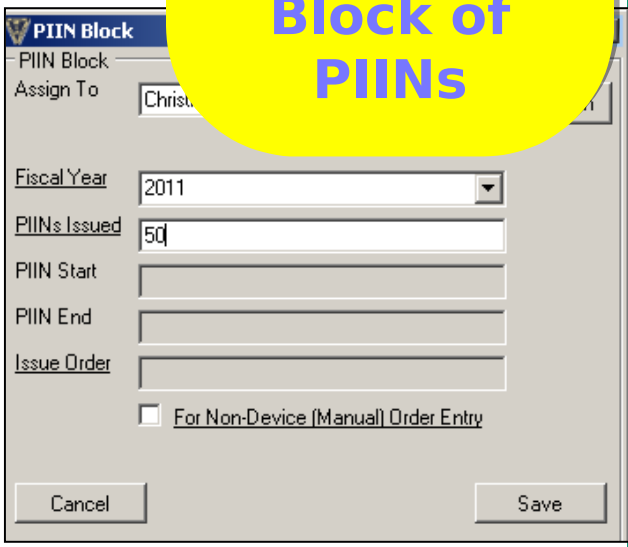
2,308 FOOs ♦ 1,155 POs per FOO ♦ 2.6M POs per DoDAAC



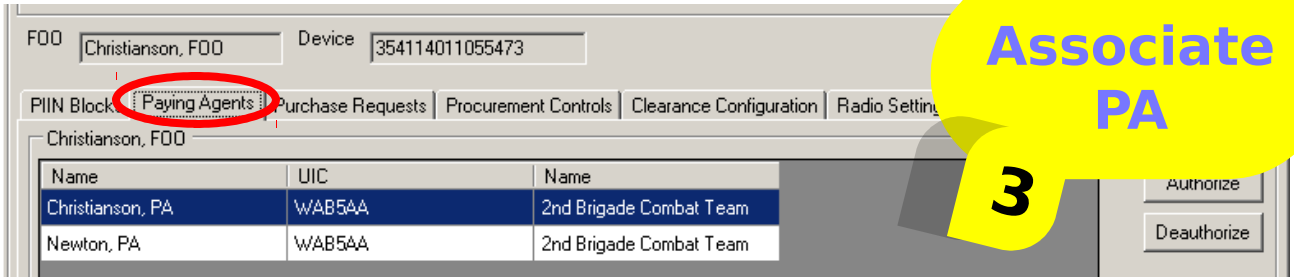
Assign Device to FOO

1

2



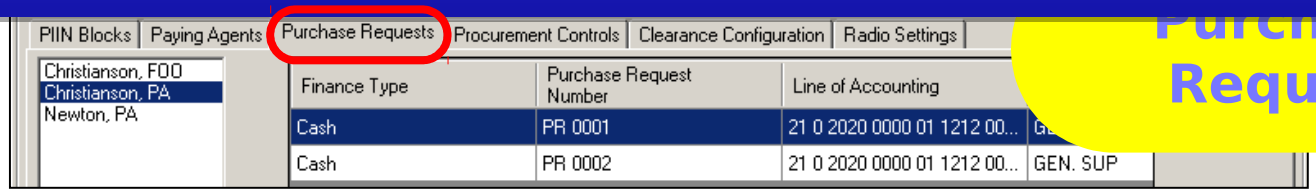
Assign Block of PIINs



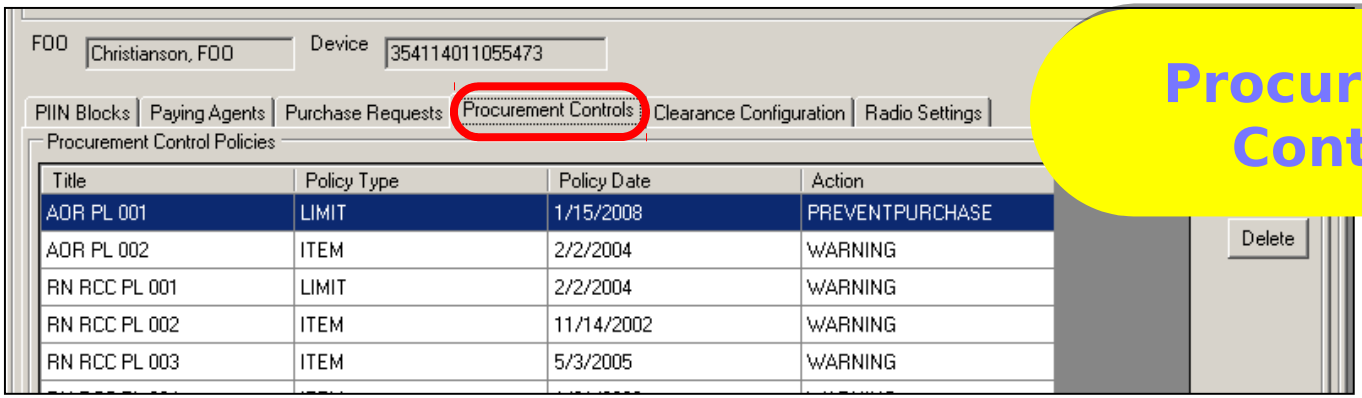
Associate PA

3

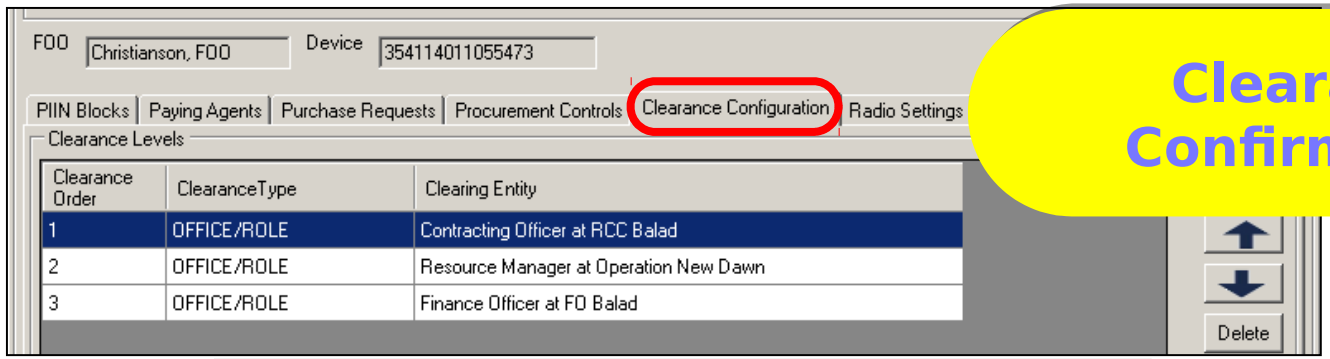
KO: Optional Provisioning Modifications



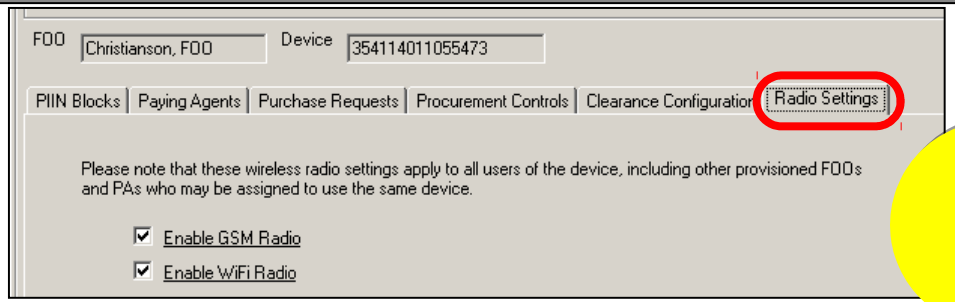
Purchase Request



Procurement Controls



Clearance Confirmation


FOO
Christianson, FOO
Device
354114011055473
PIIN Blocks
Paying Agents
Purchase Requests
Procurement Controls
Clearance Configuration
Radio Settings
Please note that these wireless radio settings apply to all users of the device, including other provisioned FOOs and PAs who may be assigned to use the same device.
Enable GSM Radio
Enable WiFi Radio

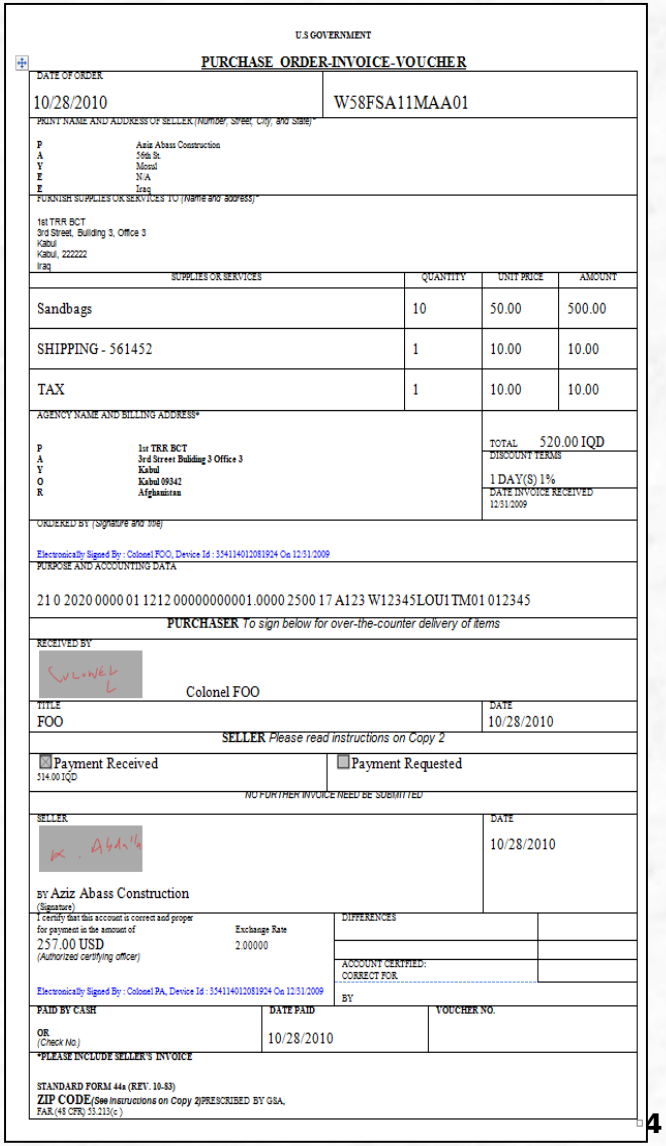
Radio Setting

HEUGHAN
DAVIS
PIIN Log
PIIN
Date
Vendor
Total
Print
PIDION

Device Ordering Process

Device Wizard Walks User Thru Process

- Select funds
- Input/Select merchant
- ID Furnish To
- Enter items, description, qty, UOM, price
- Add discount, tax, shipping (optional)
- Confirm order — **FOO**
- Receive goods — **Receiver**
- PA certifies voucher & pays vendor
- Vendor signs device for payment — **Payment**
- Capture receipt image
- Print PA payment receipt (optional)



U.S GOVERNMENT

PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER: 10/28/2010

W58FSA11MAA01

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)*

P A Y E E: Aziz Abass Construction, 56th St, Mosul, N/A, Iraq

FURNISH SUPPLIES OR SERVICES TO (Name and address)*

1st TRR BCT
3rd Street, Building 3, Office 3
Kabul
Kabul, 222222
Iraq

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
Sandbags	10	50.00	500.00
SHIPPING - 561452	1	10.00	10.00
TAX	1	10.00	10.00

AGENCY NAME AND BILLING ADDRESS*

P A Y O R: 1st TRR BCT, 3rd Street Building 3 Office 3, Kabul, Kabul 09342, Afghanistan

TOTAL 520.00 IQD

DISCOUNT TERMS: 1 DAY(S) 1%

DATE INVOICE RECEIVED: 12/31/2009

ORDERED BY (Signature and title)

Electronically Signed By : Colonel FOO, Device Id : 354114012081924 On 12/31/2009

PURPOSE AND ACCOUNTING DATA

21 0 2020 0000 01 1212 00000000001.0000 2500 17 A123 W12345LOU1 TM01 012345

PURCHASER *To sign below for over-the-counter delivery of items*

RECEIVED BY: Colonel FOO

TITLE: FOO — DATE: 10/28/2010

SELLER *Please read instructions on Copy 2*

☐ Payment Received 514.00 IQD ☐ Payment Requested

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER — DATE: 10/28/2010

BY Aziz Abass Construction (Signature)

I certify that this account is correct and proper for payment in the amount of 257.00 USD (Authorized certifying officer) — Exchange Rate 2.00000

DIFFERENCES

ACCOUNT CERTIFIED: CORRECT FOR

BY

Electronically Signed By : Colonel PA, Device Id : 354114012081924 On 12/31/2009

PAID BY CASH OR (Check No.)	DATE PAID	VOUCHER NO.
	10/28/2010	

*PLEASE INCLUDE SELLER'S INVOICE

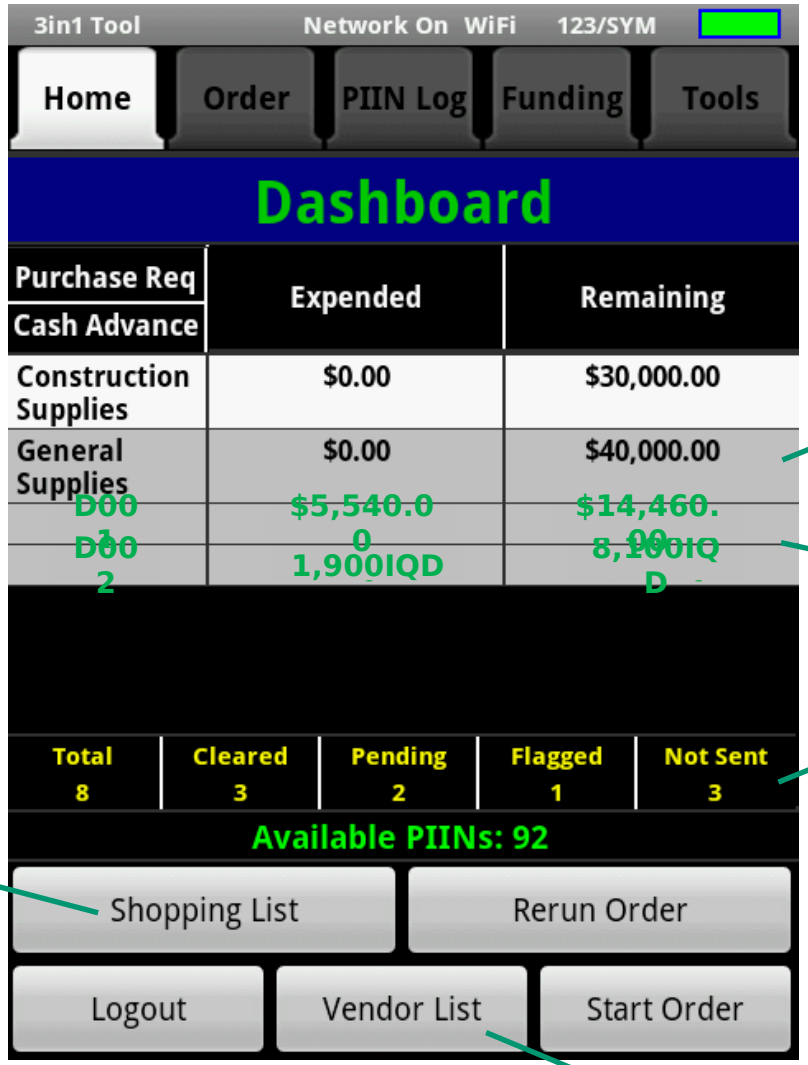
STANDARD FORM 44a (REV. 10-83)

ZIP CODE (See Instructions on Copy 2) PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)

Field Purchases

- **Device**
  - **FOO Places Order & PA makes Payment**
  - **Receiver and Vendor signatures physically recorded on touch screen**
  - **Device Tracks Obligations and Remaining Funds by Purchase Request and Cash Advance**
  - **Calculates Currency Exchar**
  - **Adds Comments to Order**
  - **Flags Property Book Items**

FOO/PA: 3in1 Tool Device



Purchase Request

Cash Advances

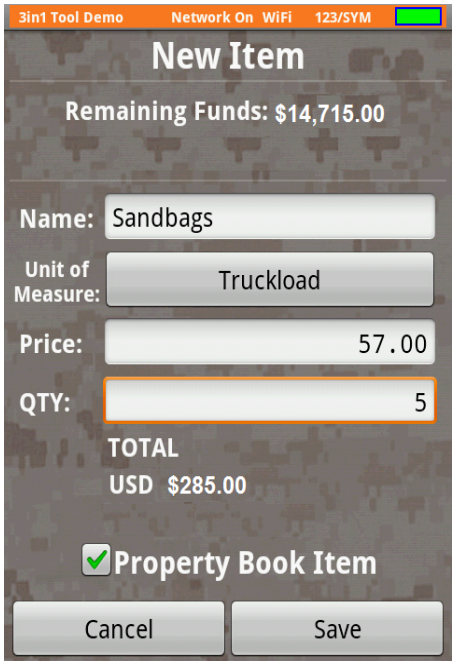
Status of orders

Create a Shopping List

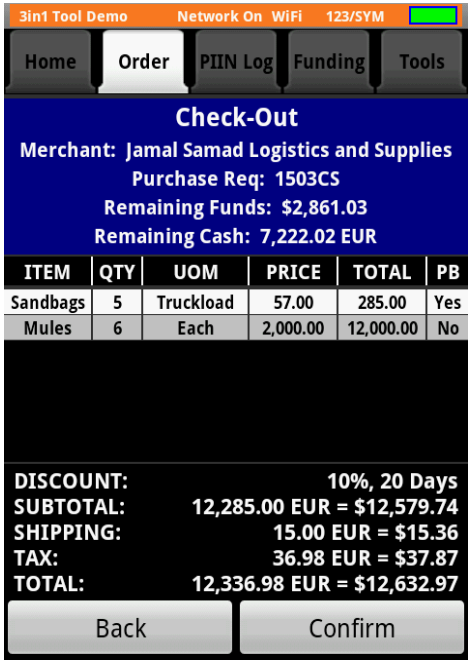
Maintain a Vendor List with GPS coordinates and Comments

FOO/PA: Placing Orders on the Device

Select : Funds Vendor

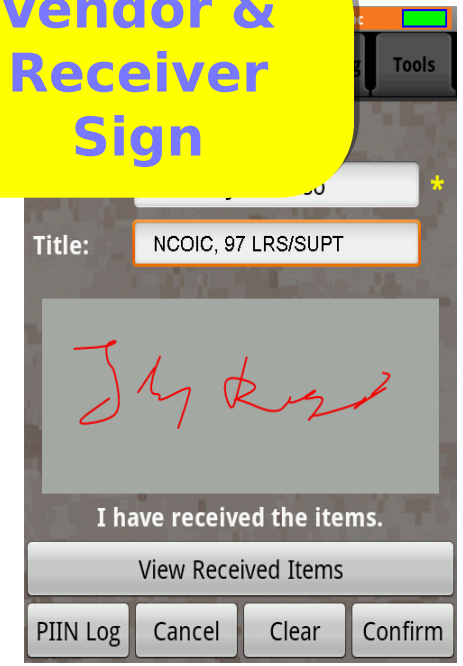


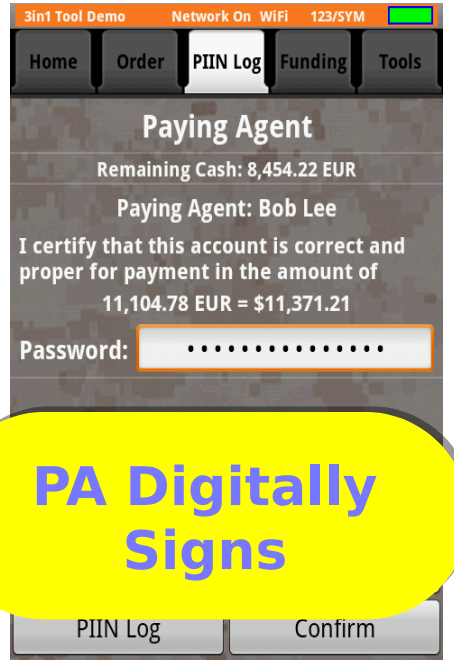
Enter item Qty Price



FOO Confirms Order

Vendor & Receiver Sign





PA Digitally Signs

FOO/PA: Orders on the Device

1 Order

3in1 Tool Network On WiFi abc

Home | Order | PIIN Log | Funding | Tools

PIIN Log

Show Total

PIIN	Date	Vendor	Total
11MBH05	10/21/10	Abu Hanifa Construction Company	$20.00
CCL: 0	FG: N	PB: Y	PC: P	LI: 1
11MBH11	10/20/10	Abu Hanifa Construction Company	$20.00
CCL: 0	FG: N	PB: Y	PC: P	LI: 1
11MBH10	10/20/10	Abu Hanifa Construction Company	$20.00
CCL: 0	FG: N	PB: Y	PC: P	LI: 1

Printer: NONE

Help | Print

Completed Clearance Level

Flagged

Property Book

Status of Purchase

# of Line Item

3in1 Tool Network On WiFi abc

Home | Order | PIIN Log | Funding | Tools

Purchase Details

Merchant: Jamal Samad Logistics and Supplies

Purchase Req: 1503CS

ITEM	QTY	UOM	PRICE	TOTAL	PB
Sandbags	5	Truckload	57.00	285.00	Yes
Mules	6	Each	2,000.00	12,000.00	No
SHIPPING - No tracking number	1	Lot	15.00	15.00	No
TAX	1	Lot	36.98	36.98	No

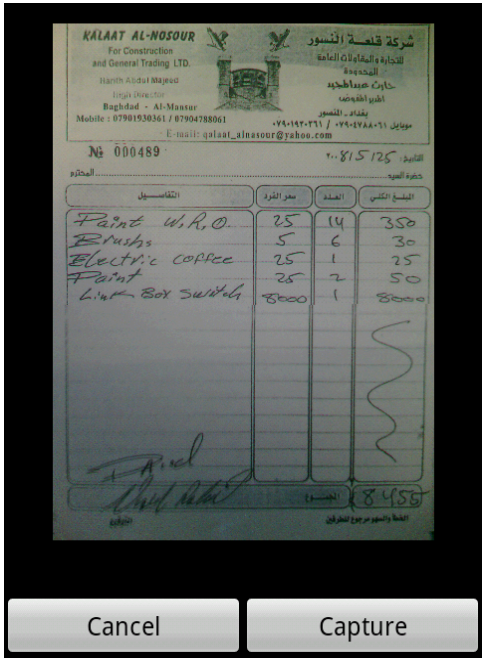
DISCOUNT: 10%, 20 Days

TOTAL: 11,104.78 EUR = $11,371.21

Return Order | Print | Signatures

Location | View Clearance | Get Receipt

PIIN Log | Add Comments



3in1 Tool Network On WiFi abc

Home | Order | PIIN Log | Funding | Tools

Clearance

Office	Officer	Date	Clearance	Comments
	Ashwin Mahadeo	08/30/10	Flagged	You can't buy paint.

Flag Response: Lt. Col Eckhart explicitly authorized this purchase

3in1 Tool Network On WiFi abc

Home | Order | PIIN Log | Funding | Tools

Print SF44

Printer: Printek FieldPro R43 RS-232/USB Printer

SUPPLIES OR SERVICES	QTY	UNIT PRICE	AMOUNT
Paint	6	$14.99	$89.94
Lumber	60	$1.89	$113.40
Plywood	20	$2.25	$45.00
SHIPPING	1	$20.00	$20.00
TAX	1	$24.86	$24.86

AGENCY NAME AND BILLING ADDRESS

FO Chiral
314 Chiral Blvd.
Baghdad

TOTAL $293.20

DISCOUNT TERMS
1%
20 DAYS

DATE INVOICE RECEIVED
27 August 2010

ORDERED BY
Electronically Signed By: Stephen Austin,
Device Id: 354114011522811
On 27 August 2010

PURPOSE AND ACCOUNTING DATA
3124q 1 eqwe 1232 234 234 22222222222222222222 d3d3 32423 sdfsdf ssdsdsdsdsssssd fdfswwwwww

PURCHASER

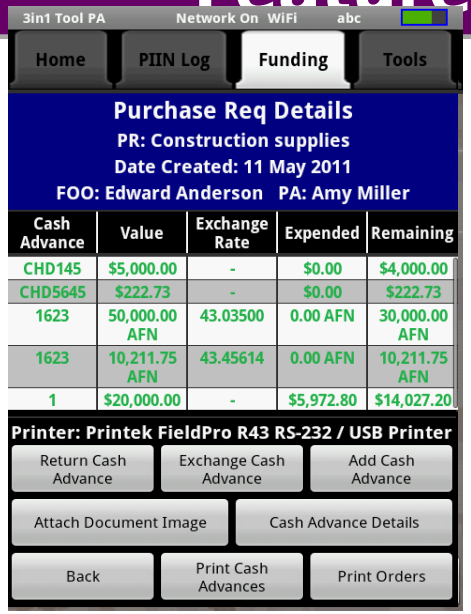
RECEIVED BY

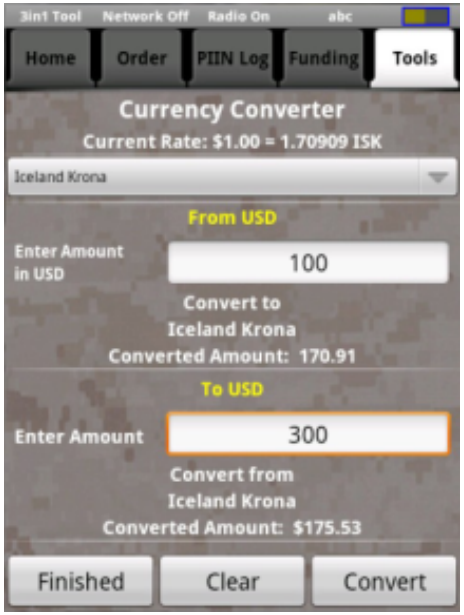
Stephen Austin

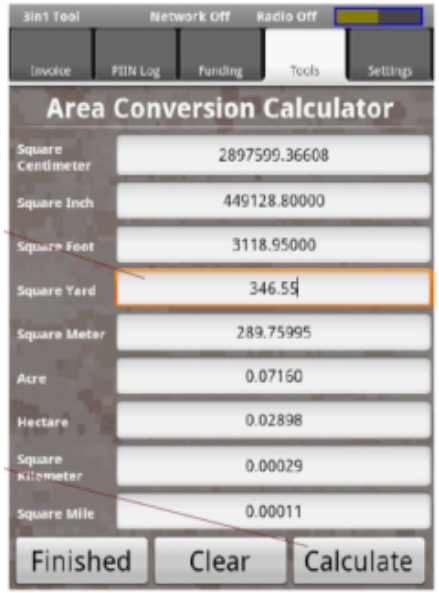
TITLE | DATE

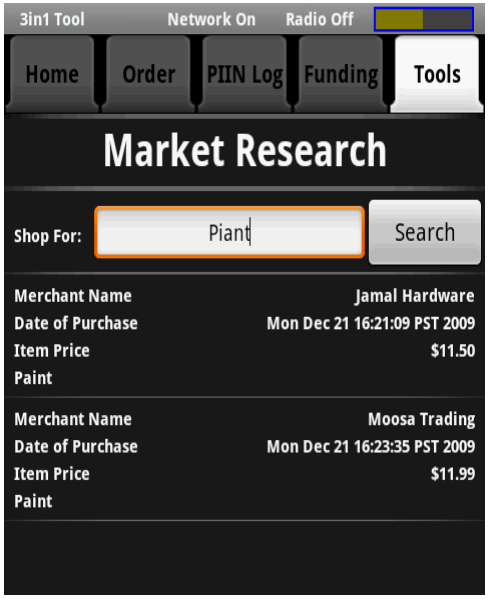
Back | Zoom In | Print SF44

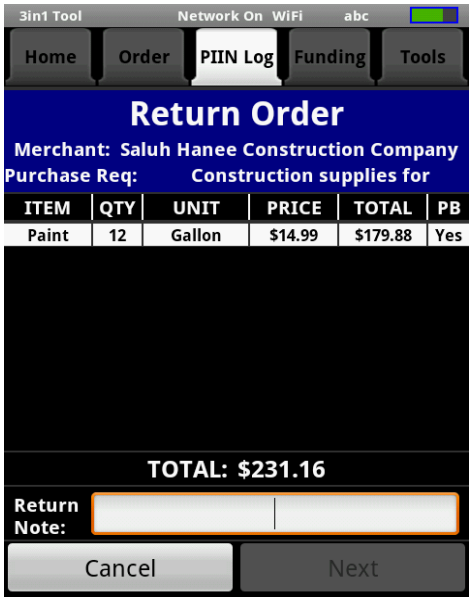
FOO/PA: Other Device Features









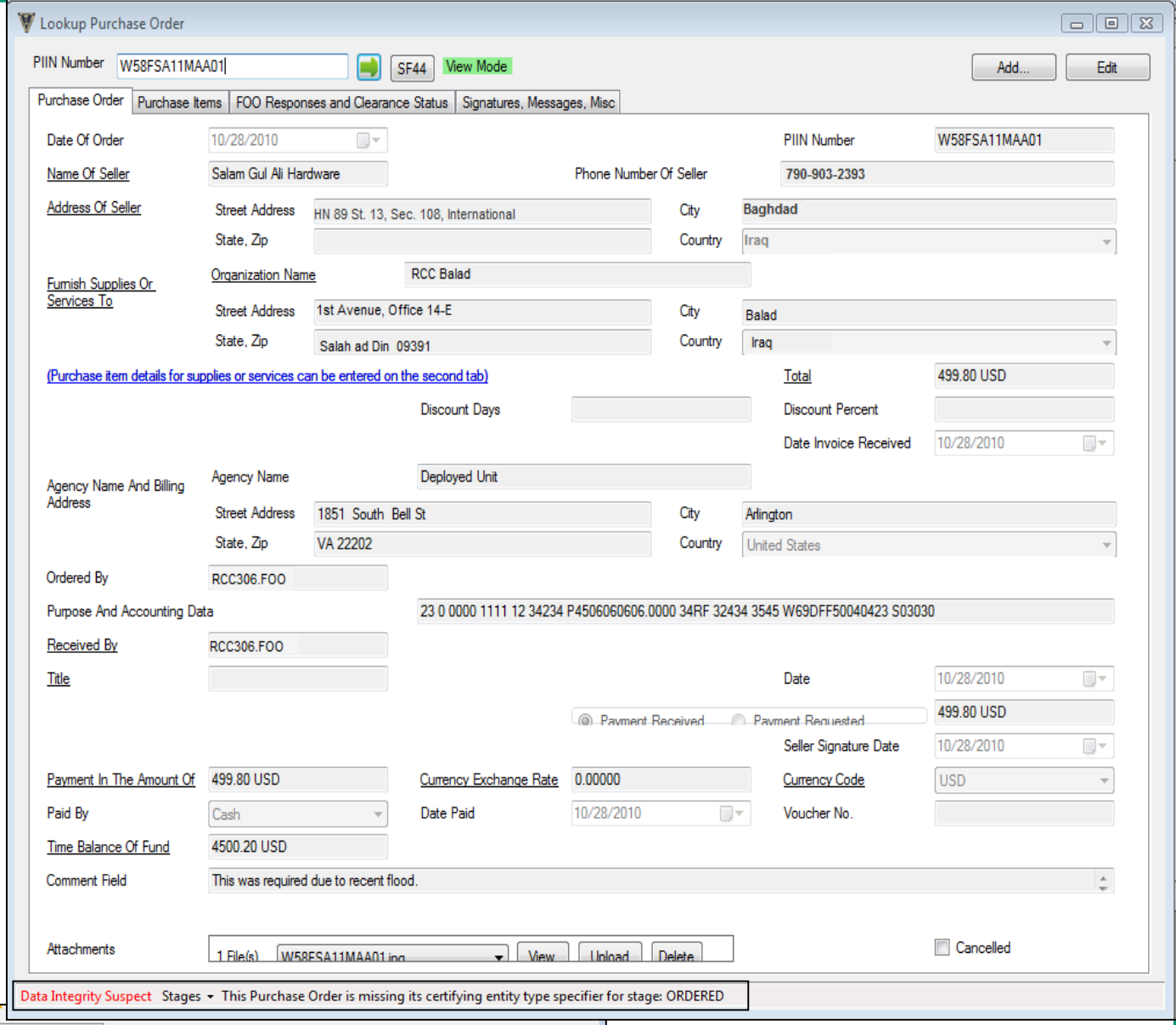


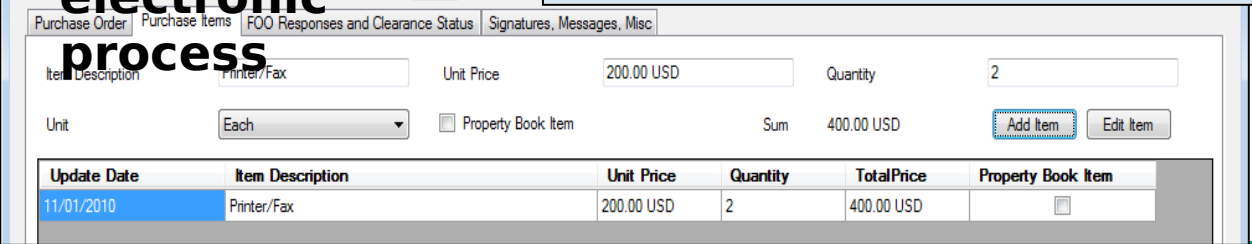
View Orders

- Look up Order
- View order details
  - View Clearance Approvals

- Upload Supporting Documents
  - Approval Ltr
  - Legal Review

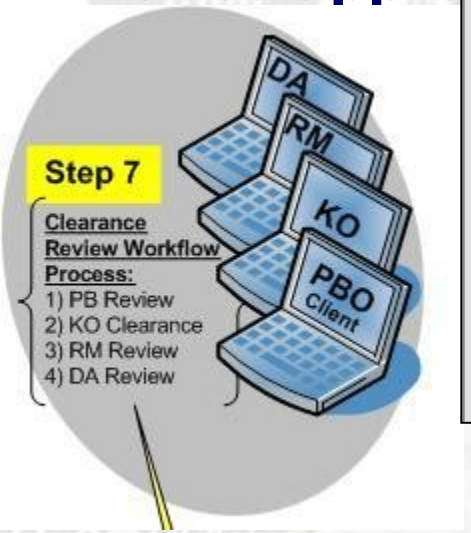
- Input Manual Orders to continue electronic process

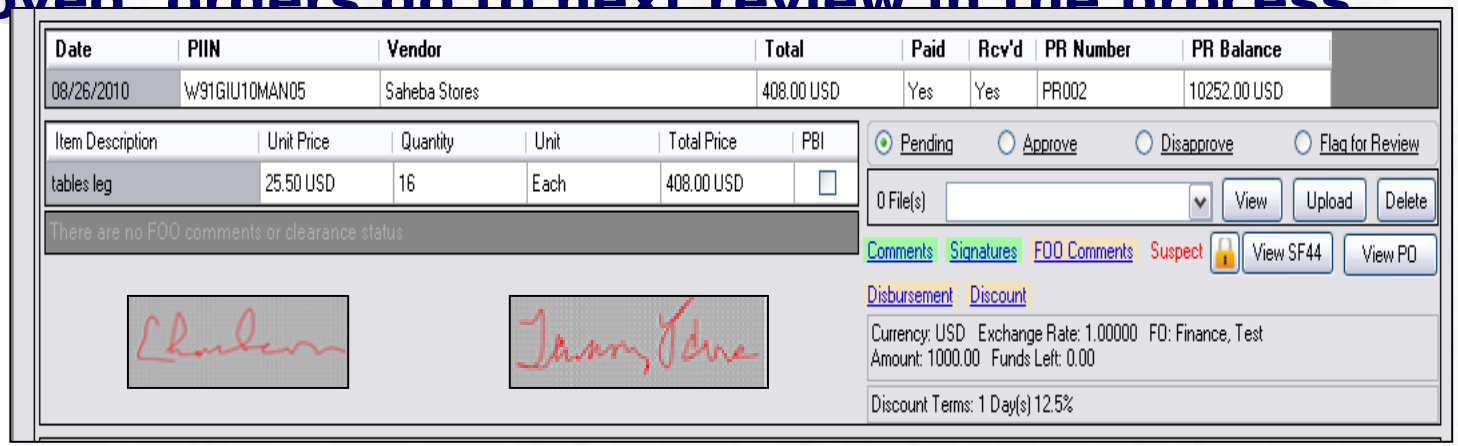




Order Clearance

- Orders transmitted from device to 3in1 Prime Database for clearance
- Reviewers can view all information from the SF44 and supporting documentation
  - Approve, disapprove, or flag orders as required
    - Comments from disapproved or flagged orders are sent back to the device where the FOO can reviewer and respond to comments/questions
- Once approved, orders go to next review in the process





Clearance Screen

Select Clearance Criteria

Order Info

Items ordered

Enter Comments

KO, Test | Contracting Officer | Select Office: Contracting Test | Refresh

Select Unit: 56th JITC | Select a Field Ordering Officer(FOO): Jones, Jim | Submit All

Date	PIIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
01/01/2011	W91GIU11MAO05	Saheba Stores	579.60 USD	No	Yes	PR001	6728.50 USD

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
flash drive	8.40 USD	69	Each	579.60 USD	

Did you know that you need a commander's approval?

Date	First Name	Last Name	Role	Status	Comment
9/16/2010	Test	KO	ContractingOfficer	Flag for Re...	Did you know that you need a comma...

Pending | Approve | Disapprove | Flag for Review

0 File(s) | View | Upload | Delete

Comments | Signatures | FOO Comments | View SF44 | View PO

Disbursement

No disbursement data found for this purchase order.

Disposition Orders

Date	PIIN	Vendor	Total	Paid	Rcv'd	PR Number	PR Balance
08/26/2010	W91GIU10MAN05	Saheba Stores	408.00 USD	Yes	Yes	PR002	10252.00 USD

Item Description	Unit Price	Quantity	Unit	Total Price	PBI
tables leg	25.50 USD	16	Each	408.00 USD	

There are no FOO comments or clearance status

Pending | Approve | Disapprove | Flag for Review

0 File(s) | View | Upload | Delete

Comments | Signatures | FOO Comments | Suspect | View SF44 | View PO

View Signature from SF44

Disbursement | Discount

Currency: USD Exchange Rate: 1.00000 FO: Finance, Test
Amount: 1000.00 Funds Left: 0.00

Discount Terms: 1 Day(s) 12.5%

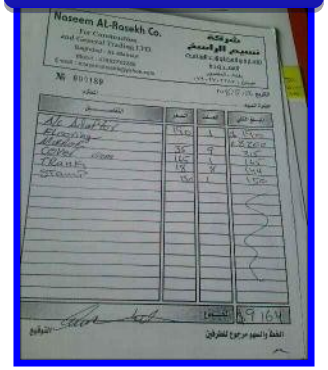
Payment Info

View, Upload Documents including

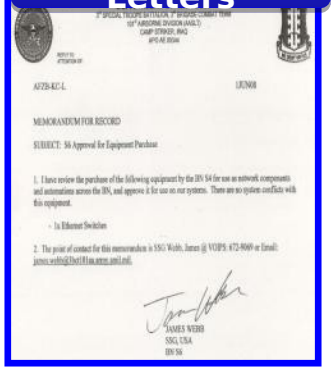
View Comments between Reviewer & FOO

Date	First Name	Last Name	Role	Comment
4/25/2010 12:09:11 PM	Ronald	Hoover	FieldOrderingOfficer	CES/CC approved purchase. Ltr has been uploaded.
4/25/2010 12:10:40 PM	Donna	Propst	ContractingOfficer	Drill requires CES approval.

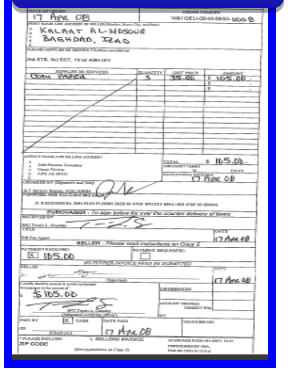
Receipts



Approval Letters



SF44s

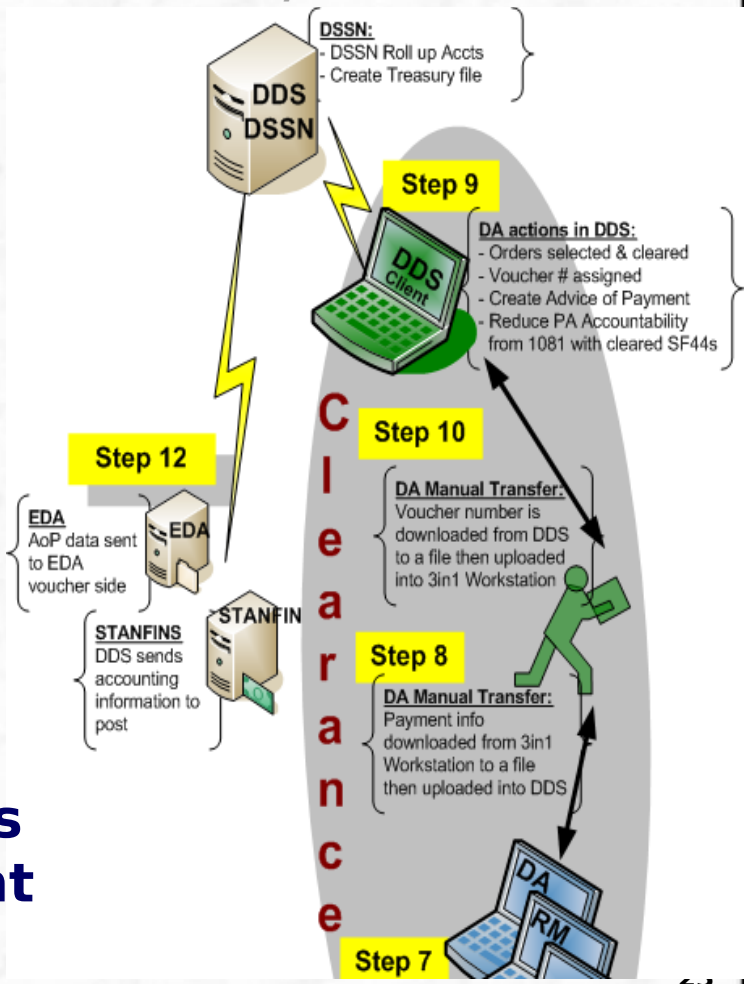


POs

PA Clearance & Data Transfer

- DA downloads file from Prime Database of cleared orders to a shared drive/CD
- File uploaded into DDS
  - File uploaded like any other CAPS file
  - Voucher number assigned
  - PA 1081 accountability reduced
  - Payment transmitted to STANFINS
  - Print & sign 1081 for final PA clearance or issuing/returning cash
- DA inputs SF44 voucher number in the Prime Database
  - Either manually or via file transfer
- Release 1.2 = 3in1 Module transfers SF44 [illegible] document retent[illegible]

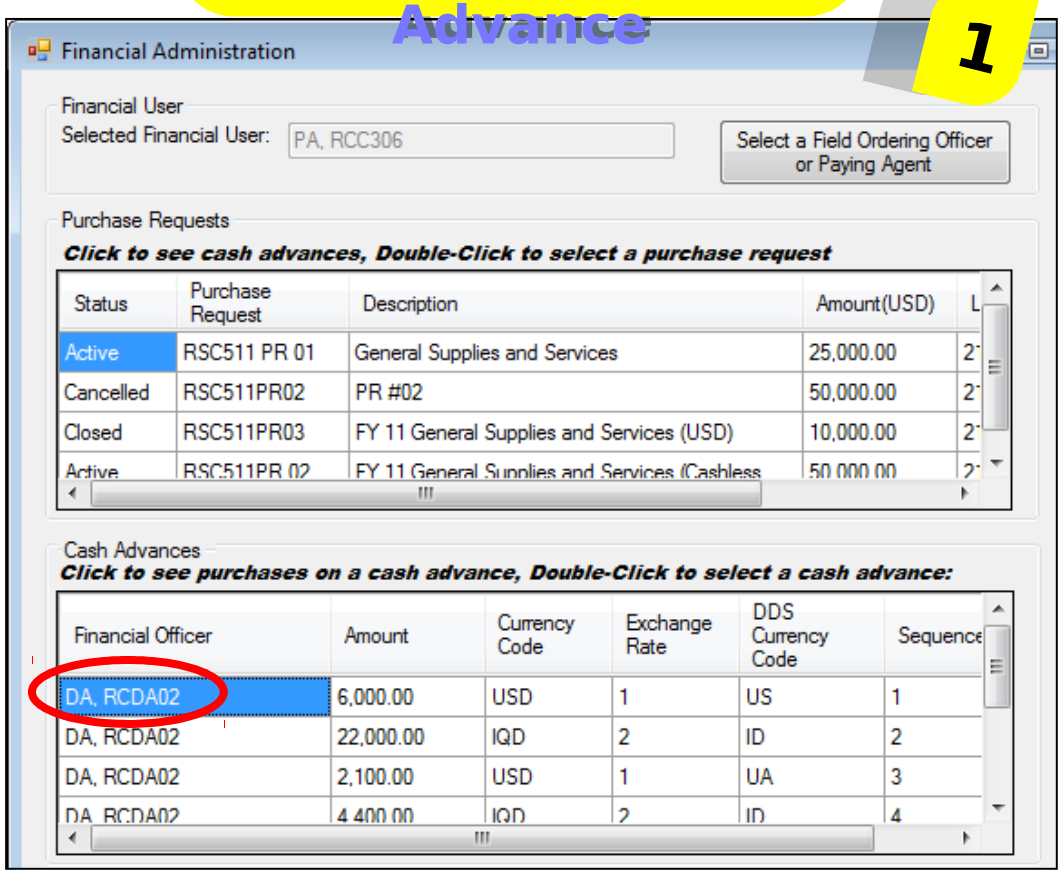
PA only required to travel to FO to return/receive cash



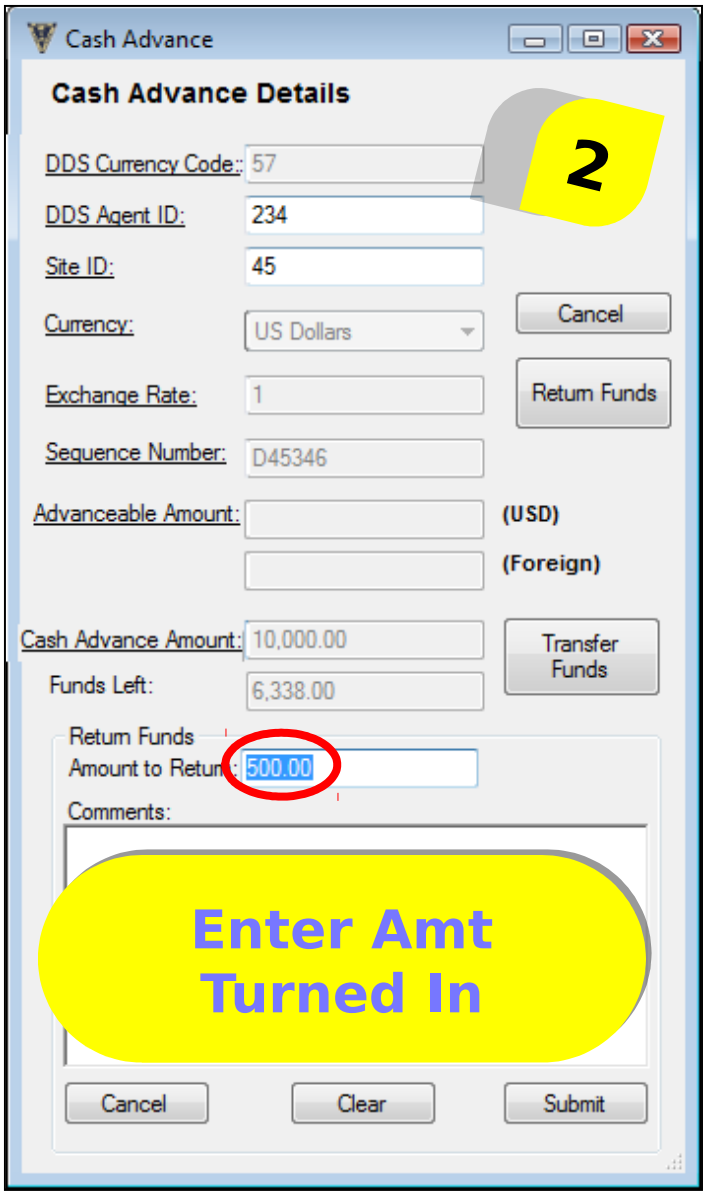
Returning Cash

Select PA & Advance

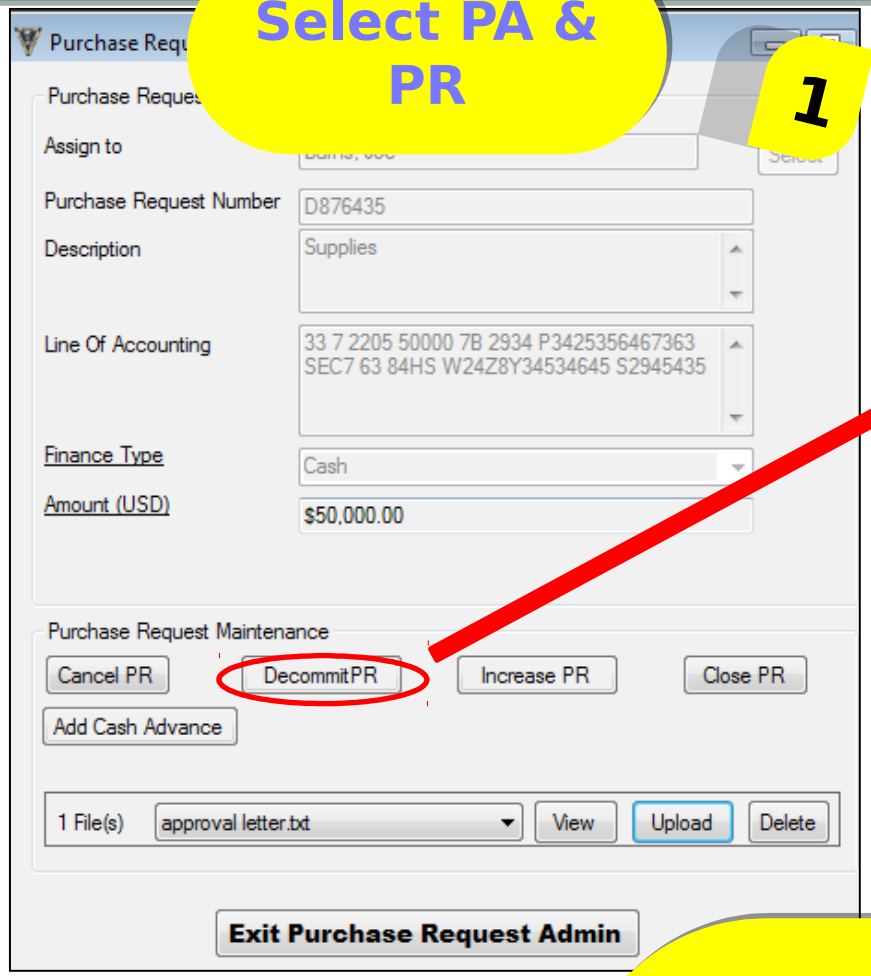
1

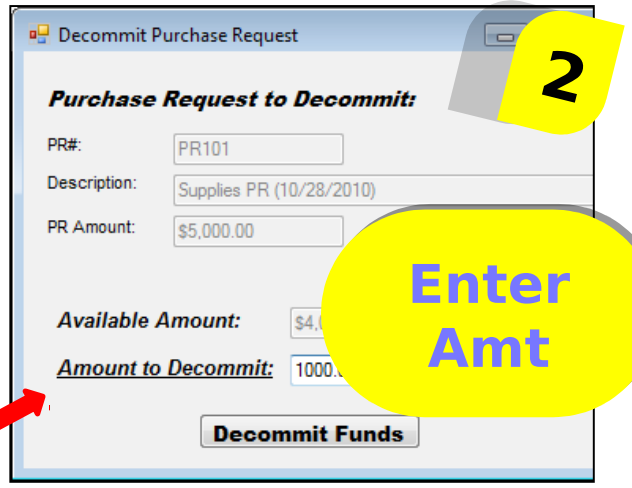


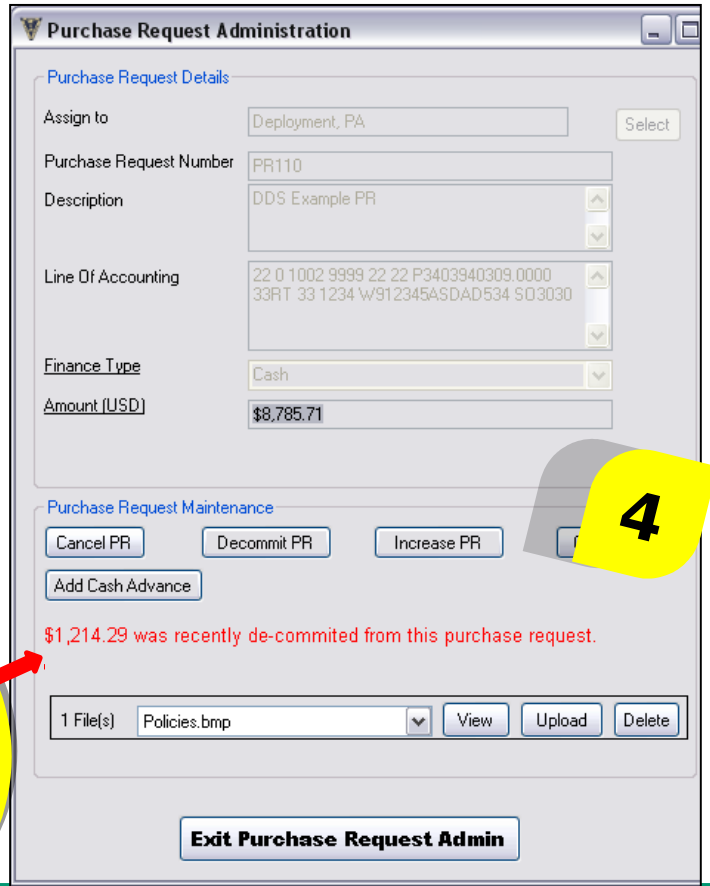
2



Decommit Purchase Request

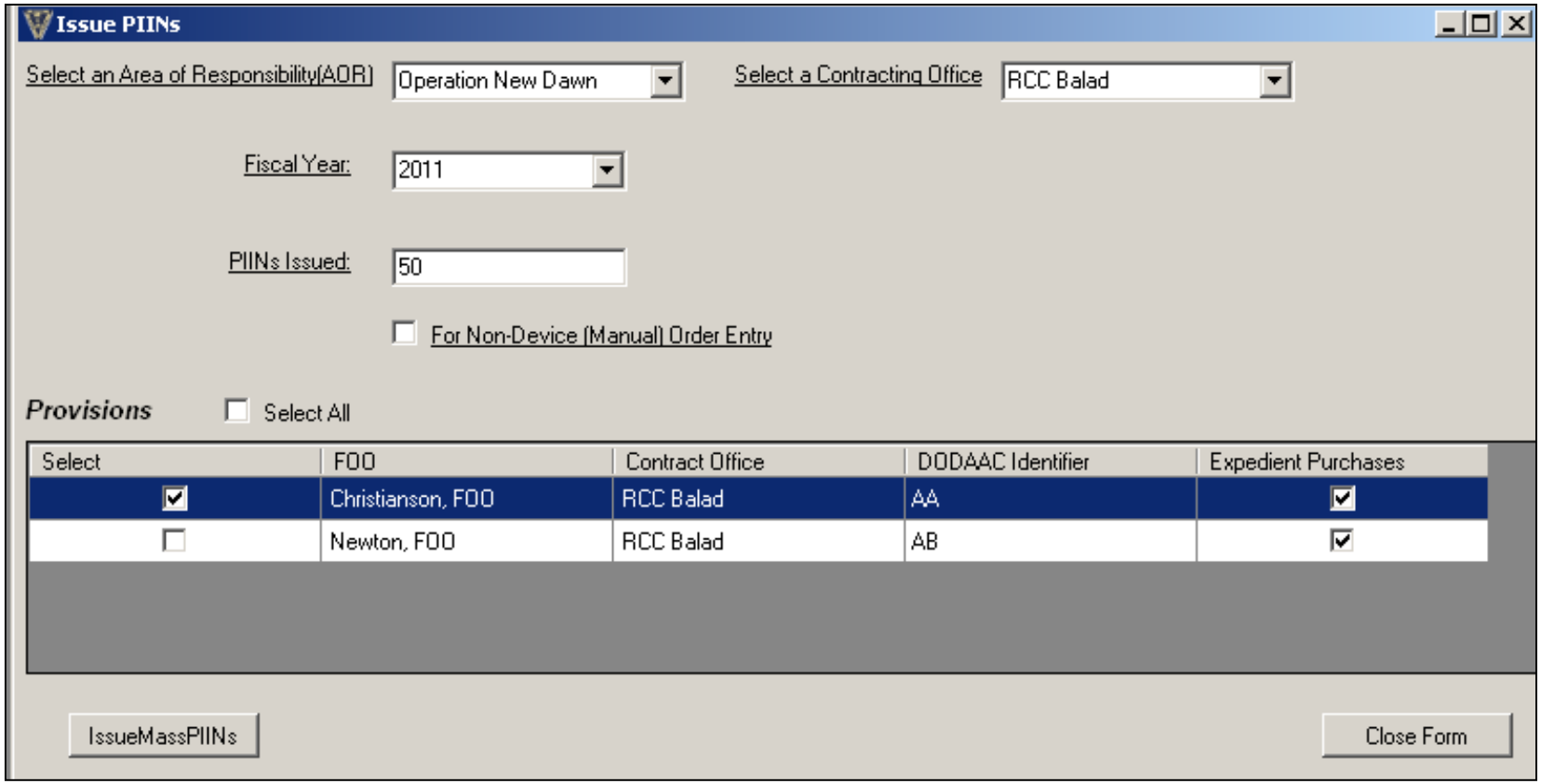






Device Confirms Decommittment

KO: Mass PIIN Issue

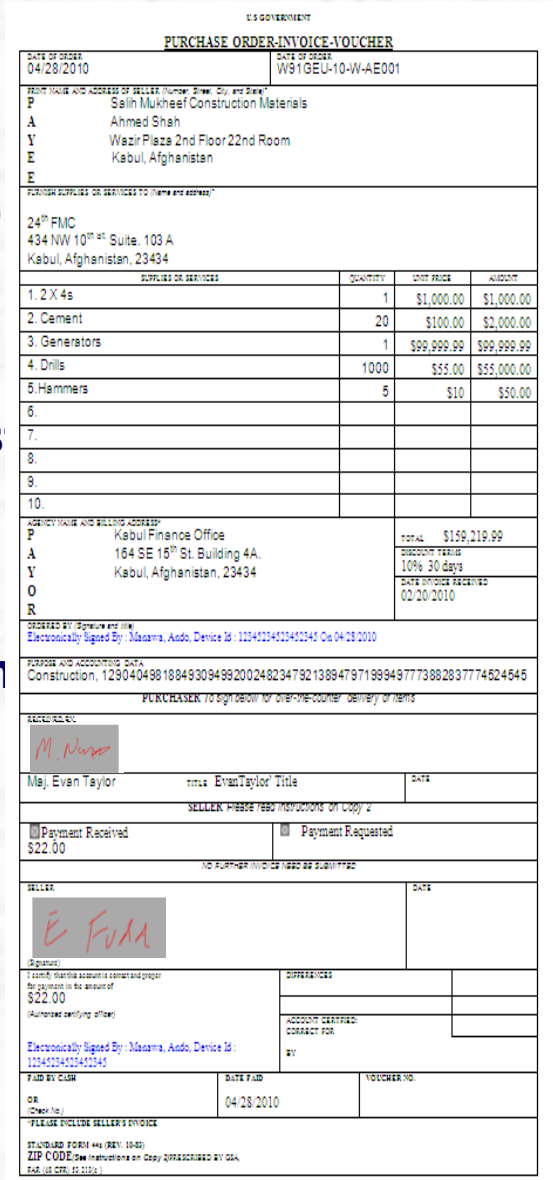


Enter FY and Qty to automatically issue a block of PIINs to all selected FOOs

Reports

- Purchase Log, Expense Ledger
- Management Reports
  - Total Orders/Dollars (RCC, FO, AOR, FOO
  - FOO Activity Report
    - Total Active FOO, FOOs Cleared (Order Amt/Qty)
    - List of cleared FOOs (Order Amt/Qty), date las cleared
  - FOO Termination report
  - DA's PA Advance Report
    - List of PAs with cash, amt obligated, am advanced, date advanced, contact info
- Provisioning Report
- SF44 & Receipt Batch Download by FOO/PA or PR

<u>Device Reports</u>: Declining Balance Log, Shopping List, Cash Details,



U.S GOVERNMENT

PURCHASE ORDER-INVOICE-VOUCHER

DATE OF ORDER	CONTRACT NO.
04/28/2010	W91GEU-10-W-AE001

PAY: Salih Mukheef Construction Materials, Ahmed Shah, Wazir Plaza 2nd Floor 22nd Room, Kabul, Afghanistan

FURNISH SUPPLIES OR SERVICES TO: 24th FMC, 434 NW 10th ST. Suite. 103 A, Kabul, Afghanistan, 23434

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
1. 2 X 4s	1	$1,000.00	$1,000.00
2. Cement	20	$100.00	$2,000.00
3. Generators	1	$99,999.99	$99,999.99
4. Drills	1000	$55.00	$55,000.00
5.Hammers	5	$10	$50.00
6.			
7.			
8.			
9.			
10.			

AGENCY NAME AND BILLING ADDRESS: PAYOR: Kabul Finance Office, 164 SE 15th St. Building 4A., Kabul, Afghanistan, 23434

TOTAL $159,219.99

DISCOUNT TERMS: 10% 30 days

DATE INVOICE RECEIVED: 02/20/2010

ORDERED BY (Signature and title): Electronically Signed By : Masarra, Aado, Device Id : 12345234523452345 On 04/28/2010

PURPOSE AND ACCOUNTING DATA: Construction, 1290404981884930949920024823479213894797199849777388283777 4524545

PURCHASER: To sign below for over-the-counter delivery of items

RECEIVED: M. Nuno

Maj. Evan Taylor TITLE EvanTaylor' Title DATE

SELLER: Please read instructions on Copy 2

Payment Received $22.00 Payment Requested

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER (Signature): E Fuld DATE

I certify that this account is correct and proper for payment in the amount of $22.00 (Authorized certifying officer)

Electronically Signed By : Masarra, Aado, Device Id : 12345234523452345

DIFFERENCES

ACCOUNT CERTIFIED: CORRECT FOR BY

PAID BY CASH OR (Check No.)

DATE PAID 04/28/2010

VOUCHER NO.

PLEASE INCLUDE SELLER'S INVOICE

STANDARD FORM 44a (REV. 10-83) ZIP CODE See instructions on Copy 2 PRESCRIBED BY GSA, FAR (48 CFR) 53.213(c)

Reports: Accounting Log

Accounting L

Amoako, Pearl — Period: 12/01/2010 - 01/26/2011

PR Number	PR Total	Remaining PR Amount	Total Expended
W91JKU03579951	$30,000.00	$279.00	$29,721.00
Total	$30,000.00	$279.00	$29,721.00

PR

Cash

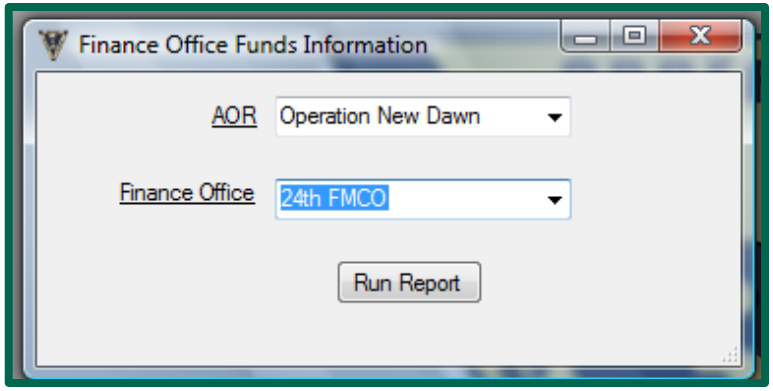
PR Number	Currency	Exchange Rate	Amount	Expended	Remaining
W91JKU03579951	USD	1.00000	30,000.0	29,721.00	279.00

Automatically Maintains Expended & Remaining Cash and Funds

Order Date	PR Number	PIIN	Vendor	Item Description	Qty	Unit Price	Extended Price	Order Total	Amount Paid	Discount Terms	Running Total	P B I	L C	P C
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	Printer Paper	10	$31.00	$310.00	$1,619.00	$1,619.00		$1,619.00	N	8	P
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	HP Q6002A	4	$97.00	$388.00					N	8	P
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	HP Q6001A	4	$97.00	$388.00					N	8	P
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	HP 6003A	4	$97.00	$388.00					N	8	P
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	Badge Holder	10	$7.00	$70.00					N	8	P
1/3/2011	W91JKU035799	W91GDW11MAH01	LS Supplies	AA Batteries	3	$25.00	$75.00					N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	shredder	3	$300.00	$900.00	$12,683.00	$12,683.00		$14,302.00	N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	AA Batteries	10		$15.00					N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	aaa batteries								N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Cable								N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Screw Driver								N	8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Tool Set									8	P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	White Board										P
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	crescent tools										
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Scissors										
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Badge Holder										
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Badge Holder Clip										
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Copy Paper										
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Glossy Paper	3									
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	HP Fuser Kit	1	$460.00								
1/8/2011	W91JKU035799	W91GDW11MAH02	LS Supplies	Cartridges	8	$200.00	$1,600.00							P

Automatically Maintains Declining Balance & Purchase & Accounting Ledger Calculates Foreign Exchange

DA: Management Report



Finance Office Funds Information Report Results

Results

PAs With Funds Out By Finance Office (10 Rows)

?

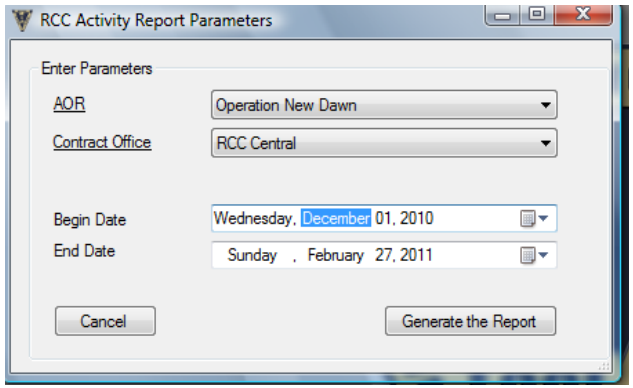
Name	Cash Unobligated(USD)	Date Cash Advanced	Total Amount Advanced(USD)	Date Last Order Cleared	Email	PhoneNumber	Unit
Lewis,Joy	27237.0000	01-31-2011	40000		joy.lewis@iraq.centcom.mil	318-435-2477	USF-I CMD GRP SJS
Amoako,Pearl	17198.0000	12-28-2010	30000		pearl.amoako@iraq.centcom.mil	318-485-5808	USF-I CMD GRP SJS
Daly,Noah	24200.0000	12-20-2010	25000		noah.daly@us.army.mil	318-485-3400	USF-I J6 TC4I
Hager,Jason	17450.0000	12-28-2010	25000		jason.a.hager@us.army.mil	2419183	E Co 1-63AR
Piasecki,Erika	25000.0000	02-09-2011	25000		erika.piasecki@mnd-b.army.mil	318-847*-2428	I&S HHBN
Waldrop,Kelly	8000.0000	12-16-2010	8000		kelly.waldrop@iraq.centcom.mil	485-3889	CENTCOM Contracting Command

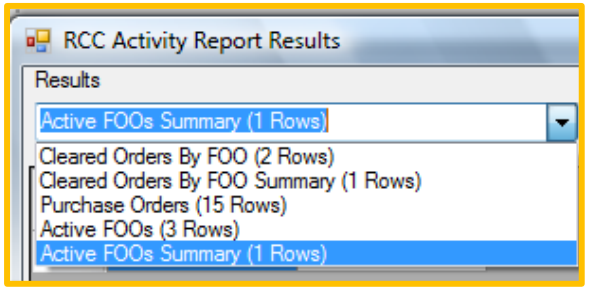
Cancel

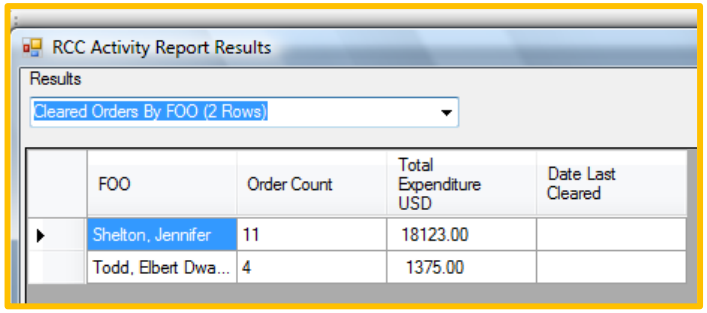
Export

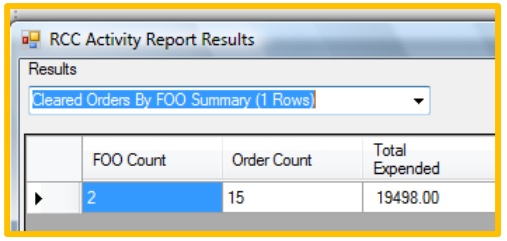
KO: Management Report

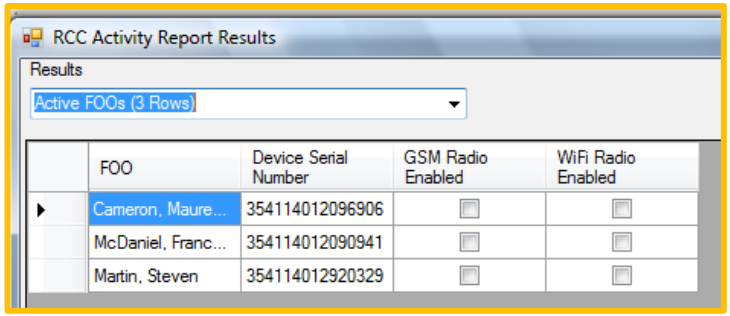
RCC Activity Reports

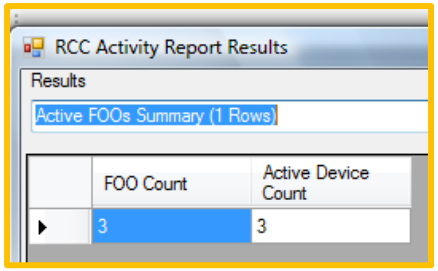


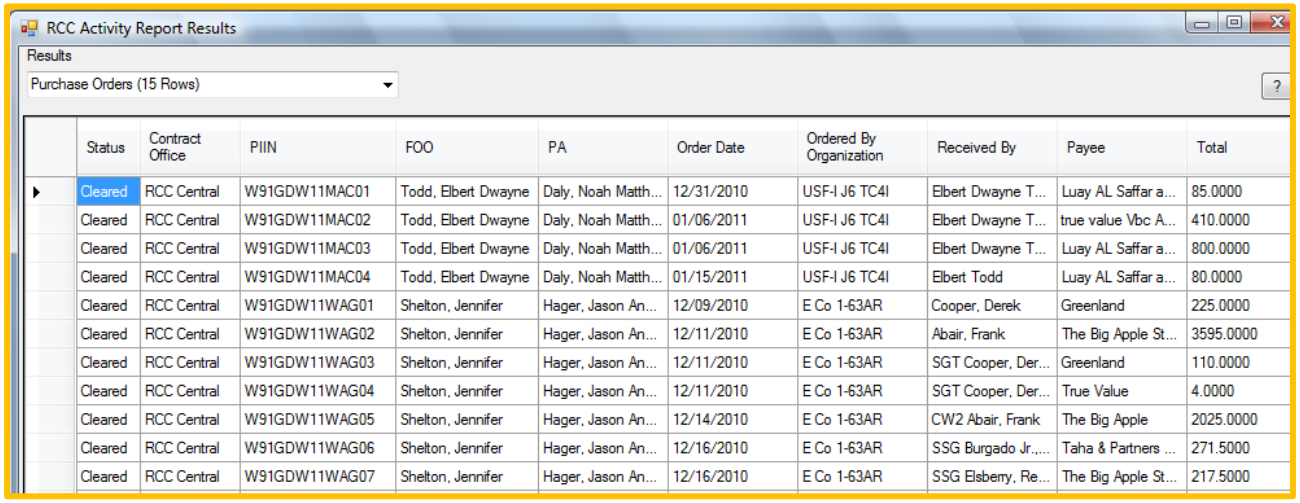

RCC Activity Report Results
Results
Active FOOs Summary (1 Rows)
Cleared Orders By FOO (2 Rows)
Cleared Orders By FOO Summary (1 Rows)
Purchase Orders (15 Rows)
Active FOOs (3 Rows)
Active FOOs Summary (1 Rows)










RCC Activity Report Results
Results
Purchase Orders (15 Rows)
Status
Contract Office
PIIN
FOO
PA
Order Date
Ordered By Organization
Received By
Payee
Total
Cleared RCC Central W91GDW11MAC01 Todd, Elbert Dwayne Daly, Noah Matth... 12/31/2010 USF-I J6 TC4I Elbert Dwayne T... Luay AL Saffar a... 85.0000
Cleared RCC Central W91GDW11MAC02 Todd, Elbert Dwayne Daly, Noah Matth... 01/06/2011 USF-I J6 TC4I Elbert Dwayne T... true value Vbc A... 410.0000
Cleared RCC Central W91GDW11MAC03 Todd, Elbert Dwayne Daly, Noah Matth... 01/06/2011 USF-I J6 TC4I Elbert Dwayne T... Luay AL Saffar a... 800.0000
Cleared RCC Central W91GDW11MAC04 Todd, Elbert Dwayne Daly, Noah Matth... 01/15/2011 USF-I J6 TC4I Elbert Todd Luay AL Saffar a... 80.0000
Cleared RCC Central W91GDW11WAG01 Shelton, Jennifer Hager, Jason An... 12/09/2010 E Co 1-63AR Cooper, Derek Greenland 225.0000
Cleared RCC Central W91GDW11WAG02 Shelton, Jennifer Hager, Jason An... 12/11/2010 E Co 1-63AR Abair, Frank The Big Apple St... 3595.0000
Cleared RCC Central W91GDW11WAG03 Shelton, Jennifer Hager, Jason An... 12/11/2010 E Co 1-63AR SGT Cooper, Der... Greenland 110.0000
Cleared RCC Central W91GDW11WAG04 Shelton, Jennifer Hager, Jason An... 12/11/2010 E Co 1-63AR SGT Cooper, Der... True Value 4.0000
Cleared RCC Central W91GDW11WAG05 Shelton, Jennifer Hager, Jason An... 12/14/2010 E Co 1-63AR CW2 Abair, Frank The Big Apple 2025.0000
Cleared RCC Central W91GDW11WAG06 Shelton, Jennifer Hager, Jason An... 12/16/2010 E Co 1-63AR SSG Burgado Jr.... Taha & Partners ... 271.5000
Cleared RCC Central W91GDW11WAG07 Shelton, Jennifer Hager, Jason An... 12/16/2010 E Co 1-63AR SSG Elsberry, Re... The Big Apple St... 217.5000

FOO/PA: 3in1 Tool Device Reports

Shopping List
Construction Supplies
Today's Date: 23 June 2011

ITEM	QTY	PB	LOCKED
Tarps	15 EA	Yes	Yes
Ply Wood	8 EA	No	Yes
Phillips Screwdriver	5 EA	No	Yes

PIIN Logs
User: Edward Anderson
23 June 2011 14:35:43

PIIN	CH1RAL11MC502
Date	12 May 2011
Merchant	Khalid General Supplies & Services (KGSS)
Total Price	$201.38
PIIN	CH1RAL11MC501
Date	12 May 2011
Merchant	Al-Hani Construction Company
Total Price	$5,668.53
PIIN	CH1RAL11MC504
Date	12 May 2011
Merchant	Al-Hani Construction Company
Total Price	$105.21
PIIN	CH1RAL11MC503
Date	12 May 2011
Merchant	Khalid General Supplies & Services (KGSS)
Total Price	$199.06

Cash Advance Ledger
PR: Construction supplies
Cash Advance: 1
Report Date: 9 June 2011
FOO: Edward Anderson PA: Amy Miller
Currency: US Dollar
Value: $20,000.00
Purchases: $5,972.80 Remaining: $14,027.20
Returned: $0.00 Exchanged: $0.00

DATE	ACTIVITY	AMOUNT	BALANCE
2011-05-12	PO: CH1RAL11MC501	($5,668.53)	($5,668.53)
2011-05-12	PO: CH1RAL11MC504	($105.21)	($5,773.74)
2011-05-12	PO: CH1RAL11MC503	($199.06)	($5,972.80)
2011-05-12	Disbursement	$20,000.00	$14,027.20

Cash Advance Details
PR: Construction supplies
Cash Advance: 1
Report Date: 9 June 2011
FOO: Edward Anderson PA: Amy Miller
Currency: US Dollar
Value: $20,000.00
Purchases: $5,972.80 Remaining: $14,027.20
Returned: $0.00 Exchanged: $0.00

DATE	ACTIVITY	AMOUNT	X-RATE	USD VALUE
2011-05-12	Disbursement	$20,000.00	-	-

Purchase Request Ledger
PR: Construction supplies
Date Created: 11 May 2011
Report Date: 9 June 2011
FOO: Edward Anderson PA: Amy Miller
Cash Advance: 1

Construction supplies		$200,000.00
ORDER NUMBER	ORDER AMOUNT	BALANCE
CH1RAL11MC502	$201.38	$199,798.62
CH1RAL11MC501	$5,668.53	$194,130.09
CH1RAL11MC504	$105.21	$194,024.88
CH1RAL11MC503	$199.06	$193,825.82

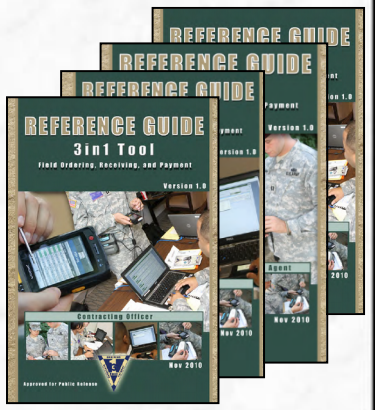
PR Cash Advance Details
PR: Construction supplies
Date Created: 11 May 2011
Report Date: 9 June 2011
FOO: Edward Anderson PA: Amy Miller

CASH ADVANCE	VALUE	EXCHANGE RATE	EXPENDED	REMAINING
CHD145	$5,000.00	-	$0.00	$4,000.00
CHD5645	$222.73	-	$0.00	$222.73
1623	50,000.00 AFN	43.03500	0.00 AFN	30,000.00 AFN
1623	10,211.75 AFN	43.45614	0.00 AFN	10,211.75 AFN
1	$20,000.00	-	$5,972.80	$14,027.20

Training & System Support

- **Training Material**
  (***http://www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html***)
  Specialized Training for KO, DA & RM, FOO&PA, Reviewer
  - Training Videos
  - Training Manuals
  - Reference Guides and GTAs

- **3 Levels Support Network**
  - **In theater support**
    - Augment current JCCS support staff at large RCC
  - **CONUS reach-back Help Desk support**
    - Augment current JCCS support staff
    - Provide hardware coordination & instruction/training material support
  - **Developer level support as needed**



- **Hardware warranty and CONUS repair**
  - PMO will provide devices and training material
  - Extra devices and peripherals will be provided for field

Testing

- **Testing**
  - **Conducted 2 user assessments with 24 recently returned FOO/PA/KO/DA**
    - Overwhelming support for continued development/fielding
  - **Successfully Completed Fielding Assessment Test conducted by JITC**
    - Met standards of Requirements Traceability Matrix
    - 50 Participants: KO/FOO/PA/DA from USA/AF/USN
      - 450 Orders, 24 PRs and disbursements, FY10 and FY11 PIINs, Simulated FY change, 30 transfers from 3in1 Workstation to DDS

- **IT/Safety Assessments**
  - DAA Accreditation: BTA ATO (USFOR-A IATO)
  - CECOM Safety Assessment: Approved

3in1 Tool Iraq Pilot

- **Iraq Pilot: Camp Victory/Liberty 15 Dec 10 – 16 Jul 11**
  - **Usage: $330K / 74 Orders, 631 Clearing Actions, 74 Total Users, 8 Teams**
  - **Successes:**
    - Feedback: From departed FOOs & PAs who used the device has been mostly positive
    - Identified procedural issues critical for automating the manual process
    - Identified system refinement requirements and expanded reports for field users
      - Future Development Spirals to FOC April 2012: Offline Capability, Web based Clearing and Reporting, Low Bandwidth Offline Capability, Service Unique Accounting Data, Vender Entity Management, Ad hoc Network Capability, CAC Enabled Devices
  - **Lesson Learned:**
    - **Automation requires increased coordination with all functions involved in the end to end SF44 FOO/PA process**
    - **Theater and Base Lead critical to success**
    - **Identified 15 Financial Procedural Conflicts**
      - 8 Closed
      - 5 Interim Solutions
      - 2 Awaiting Outside Agency Involvement

SF44 Process Improvements

- No handwriting to decipher, illegible paperwork, lost receipts
- Immediate visibility of transactions and payments
- No travel required to clear when no cash replenishment/turn in
- Improved data and purchase control
- No excessive document reproduction, storage, or shipping
- Eliminate redundant data entry
- Enables analysis of expenditures and purchase activities
- Improve cash management and tracking
- Daily reconciliation without face to face meetings
- Provide audit trail of all transactions in AOR
- Eliminates duplication of payment risk
- Reduces time/work: procurement/accounting/reconciliation

Things to Consider when Piloting the 3in1Tool

- What is your current process and how will automating the SF44 process impact this process?
  - Is there a policy that directs specific paper letters or physical meeting to review files?
- Which FOO/PA would be a good pilot team?
  - Are they active buys? Do they have a new Draw/PR? Are they on station?

Questions

Point of Contact:
Lt Col Ann Christianson
571-256-7011
fiona.christianson@osd.mil

Information:
http://www.acq.osd.mil/dpap/pacc/cc/contingency_tools.html

Back up Slides

To Provide additional information

3in1 Tool System Features

- **2 part system**:
  - Handheld device record/stores SF44 data
    - Ruggedized Light weight handheld device Mil STD 810
    - 2Gig storage capability
    - Small ruggedized printer used to print SF44 in the field
  - Transmit to 3in1 Prime Database for management/reporting
    - Prime Database housed at DISA with off station COOP site
- **Current transmission method:**
  - Device stores data until connectivity is available to workstation or web
  - Wireless: GSM or Wi-Fi; Wired: USB or Ethernet (wireless can be disable)
  - Rel 2 stand alone workstation application stores data until connectivity restored
  - Data size minimize to operate with limited bandwidth
- **Security** (users register on 3in1 Prime Database then linked to device)
  - CAC login Workstation establish strong password for login to device
  - FOO & PA use digital signatures to sign SF44
  - Data on device and in transmission is encrypted
  - Device storage is FIPS 140-2 compliant

3in1 Tool User Features

- **All SF44 data captured/recorded/transmitted to Prime Database**
- **Record PR #, Amt, LOA -- ability to track multiple PRs**
  - Records Cash Disbursement Amt and Exchange Rate
- **SF44 Signatures**
  - Receiver/ Vendor physical signature recorded on touch screen
  - FOO and PA use Digital Signatures
- **Digitally record receipt image and link to order**
- **Automatically calculates purchase total and currency exchange**
- **Automatically tracks total obligations & available funds for orders**
- **Warning messages notify FOO when purchase control is violated**
  - Device can also prohibit purchases beyond authorized thresholds
- **Online role based review/reconciliation process**

3in1 Tool User Features (cont)

- **Market research capability by querying prior purchases on device**
- **Ability to attach notes to orders**
- **Upload/Store supporting documents for retention with SF44 e-file**
  - Commander's approval, Legal Review, C6 Coordination, Hand Receipt
  - PR document to PR data
  - Appointment Letter to FOO and PA
- **Management reporting capabilities on Workstation**
  - Track Expenditures, Purchases, Cash in the field, Obligations, Available funds
  - Pre-populate forms such as hand receipts for property book items
- **Push financial/procurement updates/changes to device remotely**
- **Allow for decreasing PRs & cash advance amount for**

3in1 Tool User Features (cont.)

- Track expenditure ledger by Cash Advance or Purchase Request
- Device Dash board easily tracks available funding and orders
- Transfer payment data directly to financial systems (DDS)
- Transmit SF44 and receipt to EDA for document retention
- Rerun an order to quickly process a repeat order
- Create a shopping list to select from when at the market
- Return an item ordered if required
- Account for change in fiscal year when issuing a PIIN

3in1 Tool User Features (cont.)

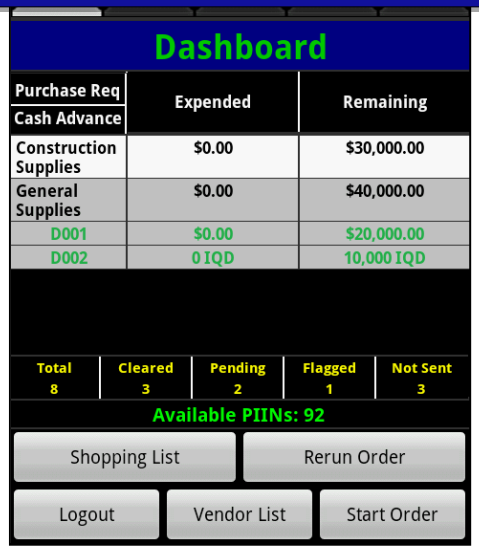
- If a device is damaged, data can be retrieved from MicroSD card on another device
- Data is backed up on Workstations
- If a device is stolen, it can be deactivated from the system by the KO or Sys Admin
- As a device back up, PIINs will be issued for manual orders with can be entered into the workstation and the SF44 scanned and loaded for automated clearing and processing

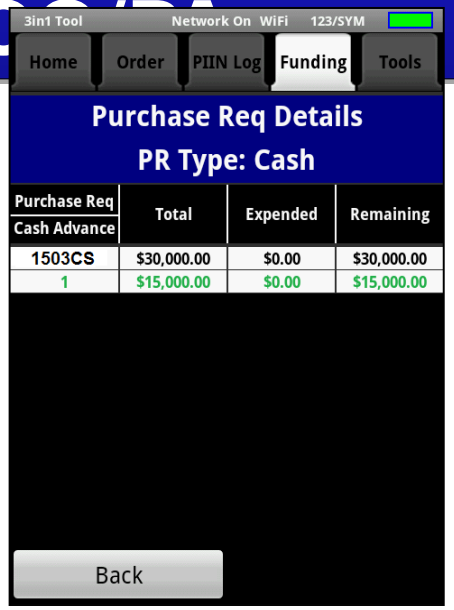
Security Controls

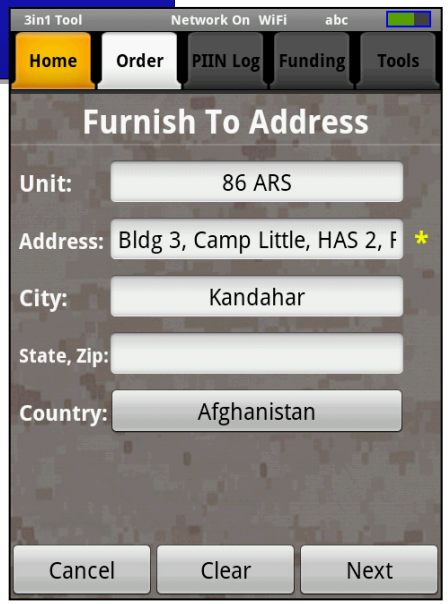
- **Users**
  - Users register with CAC on 3in1 Prime Database and create a DoD Strong Password for device login
  - FOO & PA use digital signatures to sign SF44
  - FOO&PA assigned to specific device
- **Data**
  - Data on device and in transmission is encrypted
  - Device data--stored on FIPS 140-2 Compliant MicroSD Chip & bound to device
  - Order data locked by device
- **Transmission**
  - Devices are registered with 3in1 Prime Database by System Administrator
    - Device comes with self signed certificate verified during registration
    - Unique ID assigned to Device by Prime Database
    - Certificate and ID used to authenticate all transactions between device and workstation
- **Device**

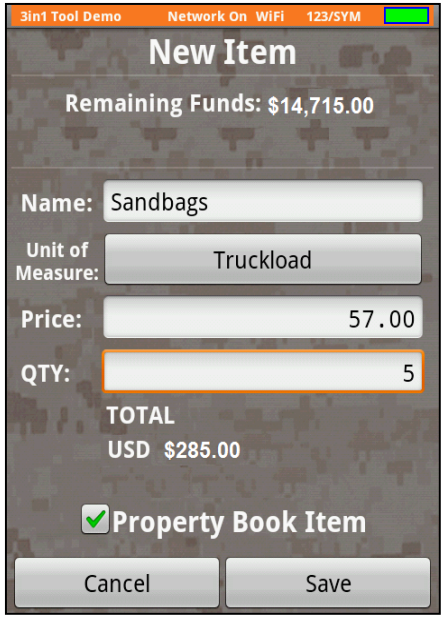
Orders on the Device – FOC/DA

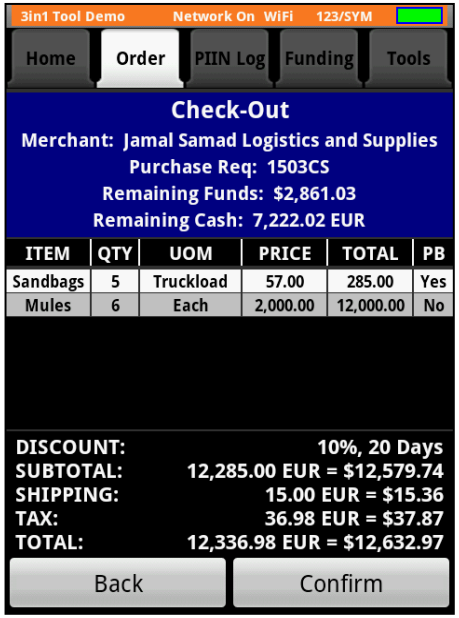
Only primary screens are displayed

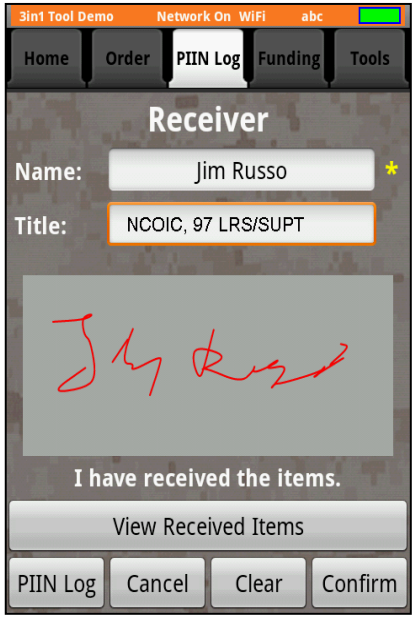


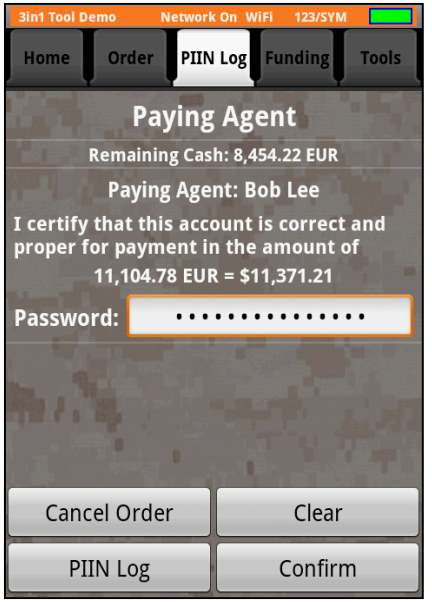




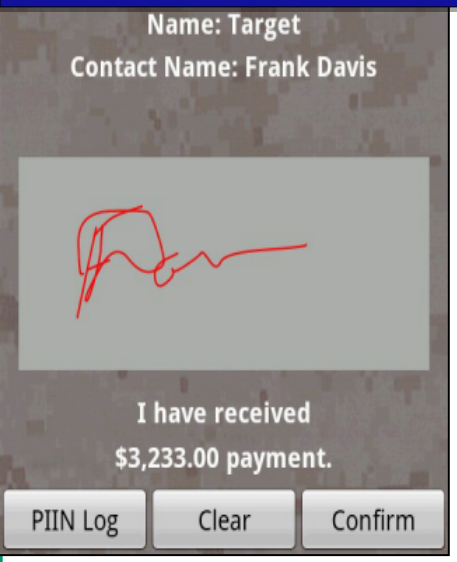


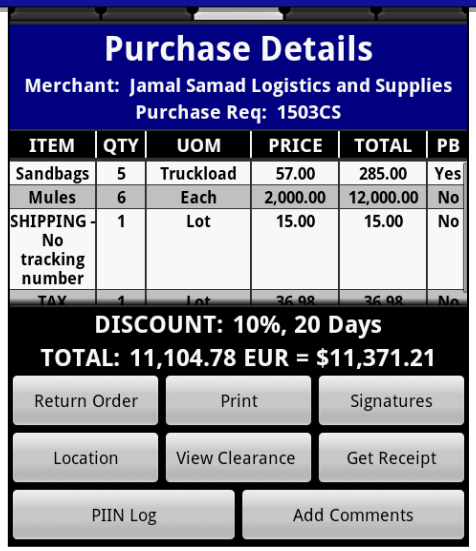


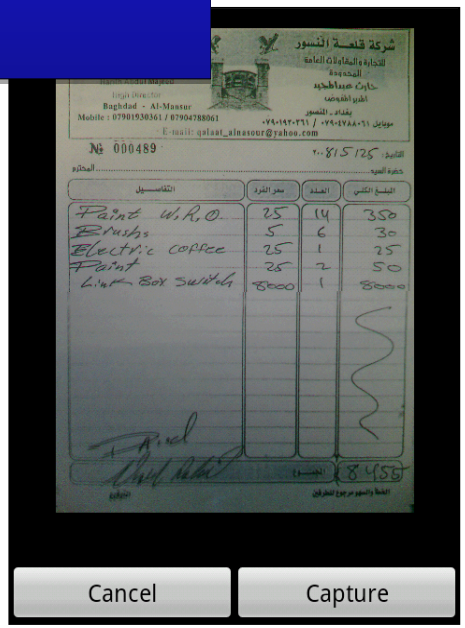


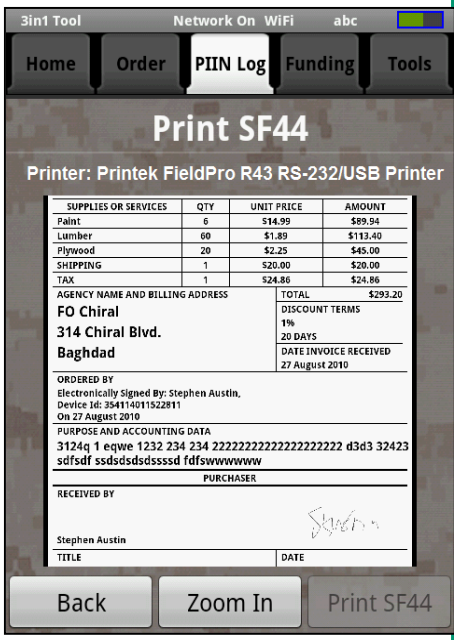


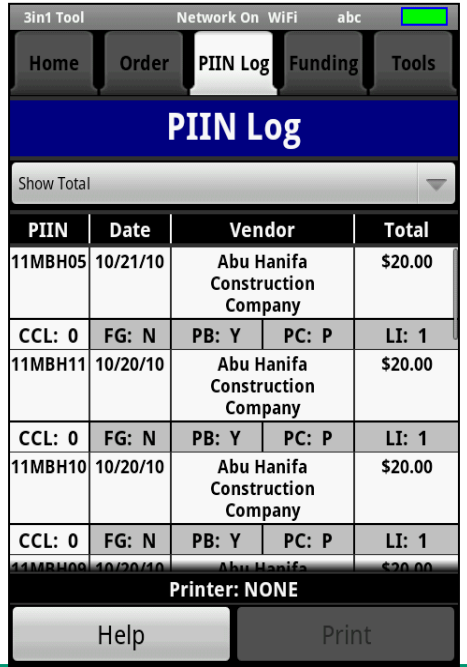
Orders on the Device – FOO/PA

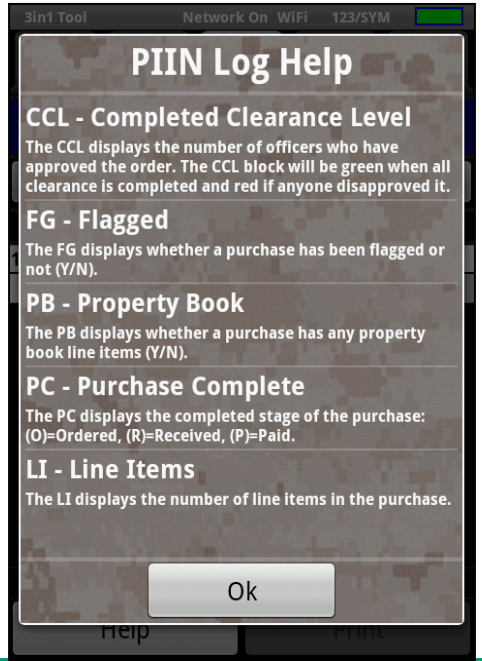


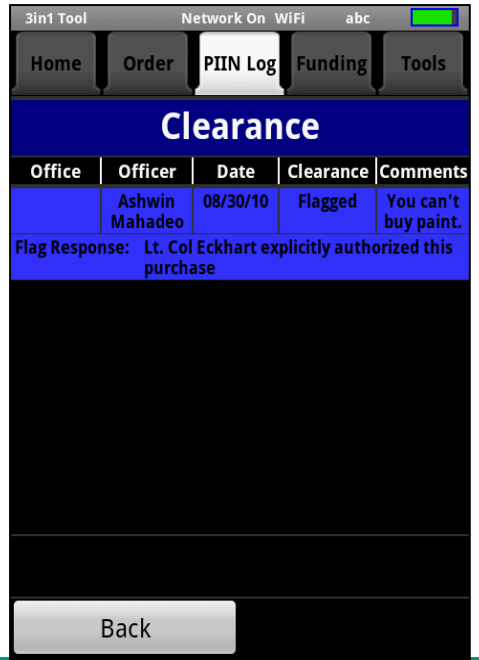

Purchase Details
Merchant: Jamal Samad Logistics and Supplies
Purchase Req: 1503CS
ITEM | QTY | UOM | PRICE | TOTAL | PB
Sandbags | 5 | Truckload | 57.00 | 285.00 | Yes
Mules | 6 | Each | 2,000.00 | 12,000.00 | No
SHIPPING - No tracking number | 1 | Lot | 15.00 | 15.00 | No
DISCOUNT: 10%, 20 Days
TOTAL: 11,104.78 EUR = $11,371.21
Return Order
Print
Signatures
Location
View Clearance
Get Receipt
PIIN Log
Add Comments



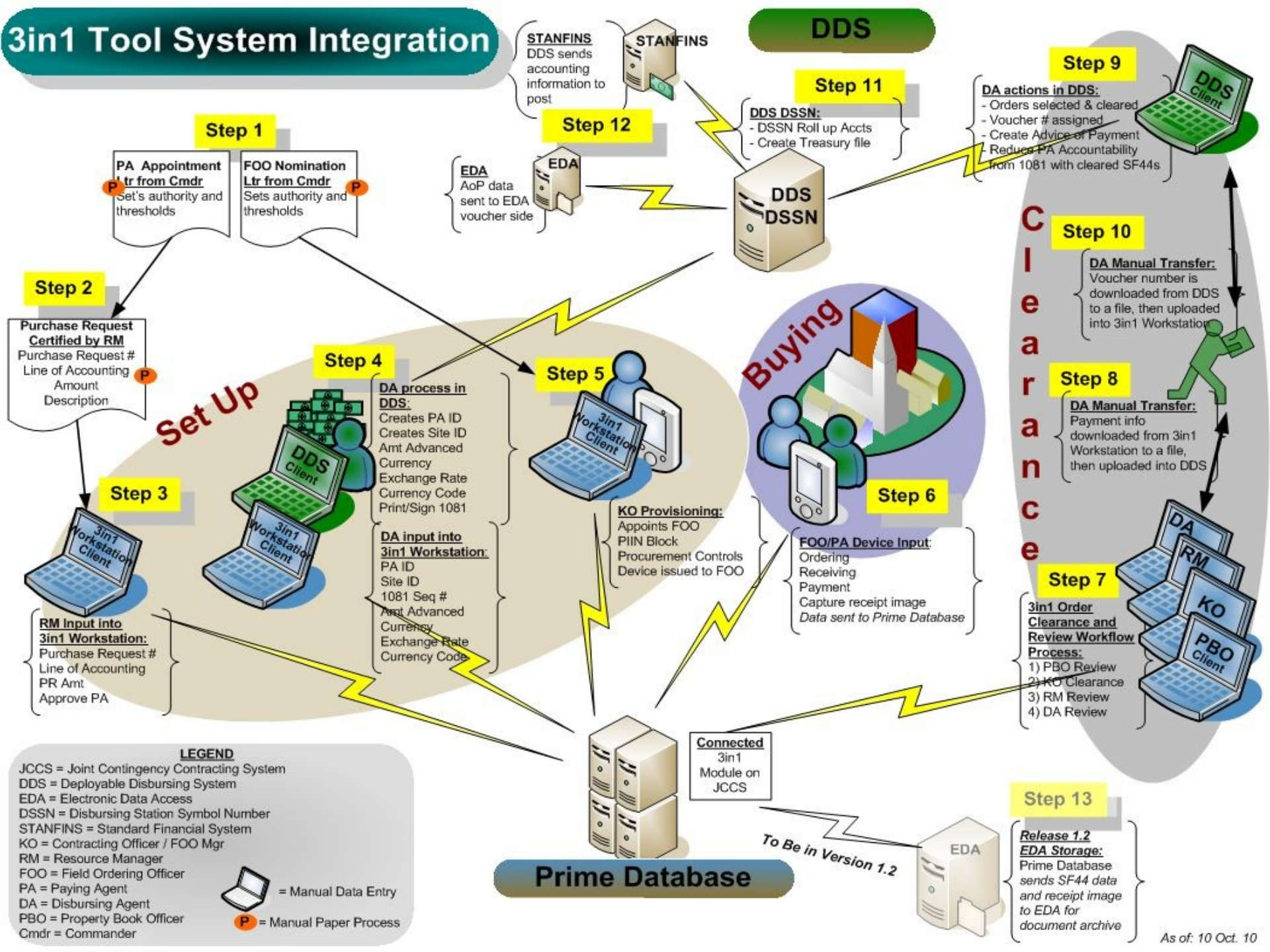



3in1 Tool
Network On WiFi
abc
Home
Order
PIIN Log
Funding
Tools
PIIN Log
Show Total
PIIN | Date | Vendor | Total
11MBH05 | 10/21/10 | Abu Hanifa Construction Company | $20.00
CCL: 0 | FG: N | PB: Y | PC: P | LI: 1
11MBH11 | 10/20/10 | Abu Hanifa Construction Company | $20.00
CCL: 0 | FG: N | PB: Y | PC: P | LI: 1
11MBH10 | 10/20/10 | Abu Hanifa Construction Company | $20.00
CCL: 0 | FG: N | PB: Y | PC: P | LI: 1
Printer: NONE
Help
Print


3in1 Tool
Network On WiFi
123/SYM
PIIN Log Help
CCL - Completed Clearance Level
The CCL displays the number of officers who have approved the order. The CCL block will be green when all clearance is completed and red if anyone disapproved it.
FG - Flagged
The FG displays whether a purchase has been flagged or not (Y/N).
PB - Property Book
The PB displays whether a purchase has any property book line items (Y/N).
PC - Purchase Complete
The PC displays the completed stage of the purchase: (O)=Ordered, (R)=Received, (P)=Paid.
LI - Line Items
The LI displays the number of line items in the purchase.
Ok

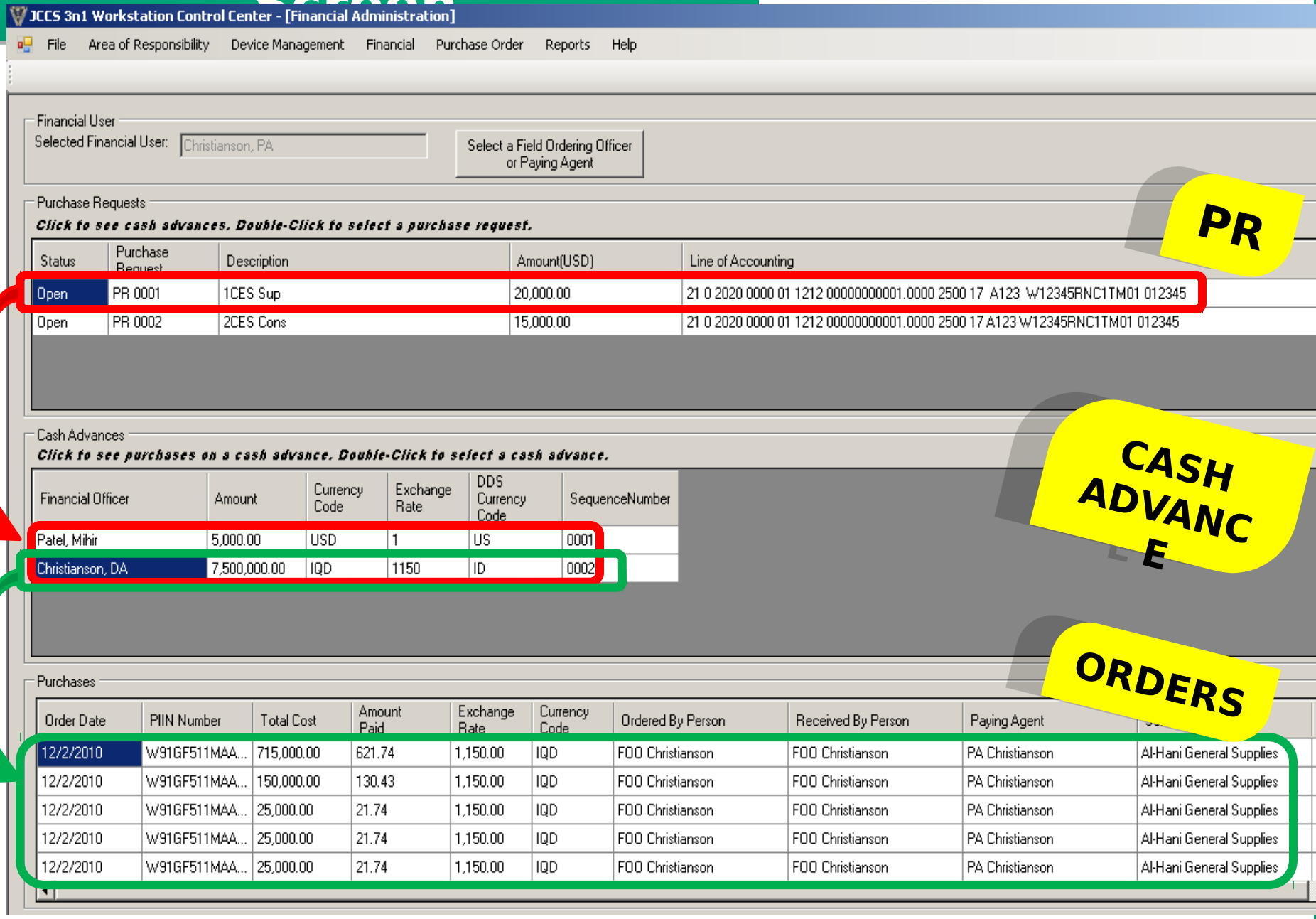


3in1 Tool System Integration



Financial Management Screen

PR = Purchase Reques



Financial Process

Data exchange between systems is manual, except step 5 if using DDS

ACTIVATION

Provision Device, Assign FOO & PA to Device

KO

DEACTIVATION

Deactivate Device

KO

ACCOUNTING SYSTEM

Certify and Commit PR

1 RM

Load PR Information

2 DA

Load Cash Advance

DISBURSING SYSTEM

Issue Cash

3 FOO/PA Purchases

4 All

Review and Clear Orders/Payments

Decrease Returned Cash

5 DA

Enter Decommit & Close Out PR

6 RM

ACCOUNTING SYSTEM

Decommit & Close Out PR

DISBURSING SYSTEM

Process Payment , Reduce Accountability, Assign Voucher Numbers

Note: In a small operation the PR Information can be loaded by the KO or DA

Pre-Purchase

Post Purchase